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# CITY OF SUNNYVALE EMERGENCY PLAN

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The City of Sunnyvale's Emergency Plan addresses the planned response that will be coordinated from the Emergency Operations Center (EOC) to emergency situations associated with natural disasters and technological incidents. The plan does not apply to normal day-to-day emergencies and the well established, routine procedures used in coping with such emergencies. Instead, the operational concepts reflected in this plan focus on potential large-scale emergencies that can generate unique situations requiring unusual response. Such emergencies pose major threats to life and property and can affect the well being of large numbers of people.

The intent of the plan is to save lives and protect property by developing operational capabilities that mitigate, prepare for, respond to, and recover from any emergency or disaster. Mitigation refers to activities that actually eliminate or reduce the chance of occurrence or the effects of a disaster. Preparedness is planning how to respond in case an emergency or disaster occurs and working to increase resources available to respond effectively. Response involved activities and programs designed to address the immediate and short-term effects of an emergency or disaster. Recovery is the phase that involves restoring systems to normal, which can be both short and long-term.

The plan is also designed to include the City of Sunnyvale as part of the State and Federal emergency management systems. It is critical that a high level of preparedness be achieved and maintained by those designated in the Emergency Management Organization (EMO).

The plan is organized in two parts. Part One is the Basic Plan which provides overall organizational and operational concepts for responding to various types of identified hazards that may affect the City. Part Two is the Annex, which describes each of the emergency response functions in the EMO.

The Emergency Plan will be updated and revised as is necessary.

# BASIC PLAN

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The City of Sunnyvale's Emergency Plan addresses the City's response to large-scale emergency situations associated with natural, manmade and technological incidents. The operational concepts reflected in the plan focus on emergencies that generate situations requiring other than normal responses. The plan is a management document, intended to identify the components of Sunnyvale's Emergency Management Organization and it describes emergency declarations, the EMO's roles and responsibilities and administrative practices. The plan also identifies mutual aid resources provided by the local, State and Federal agencies, and the private sector. This plan is based on the functions and principles of the Standardized Emergency Management System and the National Incident Management System (SEMS/NIMS), and it also identifies how the City fits in the overall SEMS/NIMS structure. Integrating SEMS/NIMS into the City's system allows the EMO to be flexible in its approach during the response and recovery operations.

## ACTIVATION OF THE EMERGENCY PLAN

Use this plan during situations that require a response beyond the scope of normal emergency operations. Consider this plan to be officially activated:

- ⌘ On the order of the City Manager or designee, provided the existence or threatened existence of a Local Emergency has been proclaimed in accordance with the appropriate emergency ordinance.
- ⌘ When the Emergency Operations Center (EOC) is activated.
- ⌘ When the Governor has proclaimed a State of Emergency in an area that includes Sunnyvale.
- ⌘ By a Presidential Declaration of a National Emergency.
- ⌘ Automatically on the proclamation of a State of War Emergency as defined by the California Emergency Services Act.
- ⌘ Automatically on receipt of an attack warning or the observation of a nuclear detonation.

## REVISION TO THE PLAN

The plan is not meant to be a stand-alone document. It should be used in conjunction with other entities emergency plans. Various City departments and local, State and Federal agencies also have their plans and Standard Operating Procedures (SOPs) separate from this plan. In Sunnyvale, each department

manager is responsible for reviewing its SOPs on an annual basis and coordinating the revision of the procedures with Public Safety's Office of Emergency Services (OES). OES is responsible for reviewing the entire plan on an annual basis, and coordinating the revisions of the plan as required.

## **AUTHORITIES AND REFERENCE**

Emergency operations will be conducted as outlined in the Concept of Operations and in accordance with the enabling legislation, plans and agreements listed in the Authorities and References.

## **PREPAREDNESS ELEMENTS**

Under the SEMS/NIMS regulations, the City has responsibilities at the field and local government levels. At the field response level, to standardize the emergency response efforts all agencies will use the ICS. Essentially, the use of SEMS/NIMS throughout all phases of the emergency and across all functions increases accountability, provides continuity of resource application, establishes a clear chain of command and coordination and identifies responsibilities for critical task performance.

At the City level, a designated EOC is used as the central location for gathering and disseminating information, coordinating all jurisdictional emergency operations, and coordinating with the Santa Clara County Operational Area. Emergency operations will be conducted as outlined in the Concept of Operations and in accordance with the enabling legislation, plans, and agreements listed in the Authorities and References.

In order to prepare the City of Sunnyvale's response to large-scale emergencies, technological incidents, and nuclear defense emergencies, continuing emphasis will be placed on planning, mitigation, response and recovery efforts.

## **SITUATION**

A hazard analysis indicated that risks exist associated with natural, manmade, technological, and national security situations. These hazards include: earthquakes, fires, floods, hazardous material incidents, severe winter storms, terrorism and aircraft accidents. Hazard-specific situations are identified and the possible impact on the City of Sunnyvale is outlined.

## **CONCEPT OF OPERATIONS**

The City's response to disasters is based on four phases:

- ⌘ increased readiness;
- ⌘ initial response operations;
- ⌘ extended response operations; and
- ⌘ recovery operations.

During each phase, specific actions are taken to reduce and/or eliminate the threat of specific disaster situations. In coordination with the City Manager, the Department Directors and the Incident Commander(s) will determine the phase and initiate the appropriate level of response, including the activation of the EOC.

### **INCREASED READINESS**

Upon receipt of a warning or the observation that an emergency situation is imminent or likely to occur soon, the City will initiate actions to increase its readiness. Events that may trigger increased readiness activities include:

- ⌘ issuance of a credible long-term earthquake prediction;
- ⌘ receipt of a flood advisory or other special weather statement;
- ⌘ an expansive hazardous materials incident; and
- ⌘ information or circumstances indicating the potential for acts of violence or civil disturbance.

### **HOMELAND SECURITY ADVISORY ALERTS**

Increased readiness activities may include, but are not limited to, the following activities:

- ⌘ briefing the City Manager, key officials and employees about the situation;
- ⌘ reviewing and updating the emergency plan and related SOP's;
- ⌘ increasing public information efforts;
- ⌘ accelerating training efforts;
- ⌘ inspecting of critical facilities and equipment, including testing the City's communications systems; and mobilizing personnel and pre-positioning resources and equipment.

### **INITIAL RESPONSE**

The City's initial response activities are primarily performed at the field response level. Emphasis is placed on minimizing the effects of the emergency or disaster. Field responders will use ICS to organize response to the emergency



or disaster, incorporating the functions, principles and components of ICS (i.e., unified command, action planning, span of control, hierarchy of command, etc.). If necessary, the field responders will summon additional field units and establish a command post. The Incident Commander may then decide to increase the level of response by notifying the appropriate department director of the current situation and by requesting additional support. The department director, in collaboration with the City Manager, will decide if it is necessary to activate the EOC and mobilize the City's EMO. Examples of initial response activities include:

- ⌘ making all necessary notifications, including the Santa Clara County Operational Area;
- ⌘ disseminating of warnings, emergency public information and instructions to the citizens of Sunnyvale;
- ⌘ conducting evacuations and/or rescue operations;
- ⌘ caring for displaced persons and treating the injured;
- ⌘ conducting initial damage assessments and surveys;
- ⌘ assessing need for mutual aid assistance;
- ⌘ restricting movement of traffic/people and unnecessary access to affected areas; and establishing Unified Commands.

## **EXTENDED RESPONSE**

The City's extended response activities are conducted in the field and in the City's EOC. The Sunnyvale's EOC is located on the second floor of the Public Safety building.

Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transitions to recovery operations. Field response personnel will continue to use the ICS to manage field operations. EMO staff will also use ICS in support field response personnel to help mitigate the effects of the disaster.

The EMO will be organized around the five SEMS/NIMS functions: Management, Operations, Planning/Intelligence, Logistics and Finance. The EMO staff will use the components and principles of SEMS/NIMS to manage disaster operations. An action plan will be developed outlining measurable and attainable objectives for each operational period.

When the EOC is activated, communications and coordination will be established between the Incident Commander(s) and the EOC. Communications and coordination will also be established between the Sunnyvale EOC and the Santa Clara County Operational Area EOC, if it is activated. Examples of extended response activities include:

- ⌘ preparing detailed damage assessments;

- ⌘ operating sheltering facilities;
- ⌘ procuring resources to sustain operations;
- ⌘ documenting situation status;
- ⌘ protecting, controlling and allocating vital resources;
- ⌘ disseminating public information; and
- ⌘ prioritizing resource allocation.

## **RECOVERY**

As the immediate threat to life, property and the environment subsides, the rebuilding of Sunnyvale will begin through various recovery activities. Recovery activities involve the restoration of services to the public and rebuilding the affected area(s). Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities to mitigation measures designed to prevent future occurrences in the City.

## **PEACETIME EMERGENCIES**

The type and magnitude of the emergency will dictate the City's response to natural disasters or technological incidents. Generally, response to a major peacetime emergency situation will progress from the local jurisdiction, to operational area, to region, to State, and to Federal involvement.

All or parts of the City's EMO will be activated as necessary.

Specific operational concepts, to include the emergency response actions of the various elements of the EMO, are reflected in the Annex to this plan.

## **STANDARDIZED EMERGENCY MANAGEMENT SYSTEM NATIONAL INCIDENT MANAGEMENT SYSTEM**

In natural or technological hazards emergency, local governments will be supported by the State and Federal emergency management system. Governmental response in large-scale emergencies is an extraordinary extension of responsibility and activity, coupled with normal day-to-day activity. Thus, to ensure continued overall effectiveness, normal governmental structures will be maintained, with emergency operations being limited to those agencies assigned specific emergency functions. More importantly, the State now encourages all emergency response agencies to use SEMS/NIMS when responding to, managing and coordinating multiple agencies or multiple jurisdictional incidents, whether single or multiple disciplines regardless of cause, size or complexity. SEMS/NIMS are intended to be flexible and adaptable to the needs of all emergency responders in California. SEMS/NIMS

require emergency response agencies to use basic principles and components of emergency management, including the ICS, multi-agency or inter-agency coordination, the operational area concept and established mutual aid systems. Further SEMS/NIMS encourages the utilization of standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, etc.

Fully activated, SEMS/NIMS comprise all emergency management staff at the field, local government, operational area, region and State and Federal levels. Local government will be responsible for directing and/or coordinating emergency operations within its jurisdiction. Other levels of government will also provide support as requested by the local jurisdiction.

The utilization of all, or part, of each of the levels of government will be dictated by the situation. For example, if an event requires only fire or law enforcement mutual aid support, requests for support will be submitted through established channels (local jurisdiction to the operational area for that service, and if required, to the Mutual Aid Regional Coordinator).

## **SUNNYVALE'S EMERGENCY MANAGEMENT ORGANIZATION**

The City's emergency organization is defined by Sunnyvale Municipal Code, Chapter 2.16, generally as all people, whether City employees, volunteers, or citizens impressed into service and organized to deal with an emergency. The EMO is a formalized subset of the emergency organization. Its structure is adopted by Council resolution as a part of the emergency plan. The EMO is composed of City employees drawn from various parts of the organizational structure.

Sunnyvale's EMO is activated in whole or in part when necessary to manage large-scale emergencies or disasters. It is the administrative agency responsible for provision of emergency services, mutual aid and recovery operations.

Mutual aid may be obtained upon request to assist with the provision of emergency services and recovery operations. These external personnel and equipment resources then fall under the management direction of the EMO.

## **OPERATIONAL AREA**

The operational area is defined by the Emergency Services Act as an intermediate level of the State emergency services organization consisting of a County and all political subdivisions within the counties, districts, or other local governmental agency, or public agency authorized by law.

The concept of an operational area was included in the Emergency Services Act in 1970. It was required by Act to use the operational area concept during a state of war emergency, but its use was optional during a state of emergency or a local emergency. In many counties, the operational area concept has been used during peacetime emergencies. The operational area level has been used by established discipline-specific mutual aid systems including fire and law enforcement. SEMS/NIMS regulations now establish the operational area as one of the five emergency response levels for use in all emergencies and disasters involving multiple agencies or multiple jurisdictions.

The operational area is used by the County, special districts and the political subdivisions within the County to:

- ⌘ coordinate emergency activities within the geographic area of the County
- ⌘ serve as a link in the system of communications and coordination between the OES Regional EOC (REOC) and the EOCs of the political subdivisions within the operational area.

If an operational area is activated following a large-scale emergency, a County or City official, designated by County ordinance, will function as the Operational Area Coordinator and will have overall responsibility for coordinating and supporting emergency operations within the County. The Operational Area Coordinator and supporting staff, from County OES, will constitute the operational area emergency management staff. This means that in addition to managing unincorporated areas the county now coordinates emergency operations Countywide, including the allocation of incoming resources and the sharing of existing resources between the cities. The operational area will also be the focal point for information transfer and support requests by cities within the County.

## **STATEWIDE MUTUAL AID SYSTEM**

The foundation of California's emergency planning and response is a statewide mutual aid system. This system is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

The basis for the system is the California Master Mutual Aid Agreement, as referenced in the California Emergency Services Act. It created a formal process wherein each jurisdiction retains control of its own personnel and facilities, but can give and receive help whenever it is needed.

State government is obligated to provide available resources to assist local jurisdictions in emergencies. To facilitate the coordination and flow of mutual aid, the State has been divided into six mutual aid and three administrative regions.

The State OES Mutual Aid Region for Sunnyvale is Region II. This region includes: Del Norte, Humboldt, Mendocino, Lake, Sonoma, Napa, Marin, Solano, Contra Costa, San Francisco, Alameda, San Mateo, Santa Cruz, Santa Clara, San Benito and Monterey Counties.

The emergency management staff for the Region II is headed by a Regional Manager. The Region II staff will coordinate and support local emergency operations at the request of Operational Area Coordinator. All requests for support that cannot be obtained within the Region II, and other relevant information, will be sent to the State.

The Statewide system includes several discipline-specific mutual aid systems, such as, but not limited to, fire and rescue, law enforcement and emergency managers. The adoption of SEMS/NIMS does not alter existing mutual aid systems.

## **STATEWIDE EMERGENCY MANAGEMENT**

The Governor, through the State OES and its mutual aid regions, will coordinate statewide operations to include the provision of mutual aid and other support to local jurisdictions and the redirection of essential supplies and other resources as required. The Director, assisted by representatives from State agencies, will constitute the State emergency management staff. They serve as the coordination and communication link with the federal disaster response system. When support requirements can not be met with State resources, the State may request assistance from federal agencies having statutory authority to provide assistance in the absence of a Presidential Declaration. The State may also request a Presidential Declaration of an Emergency under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288 as amended.

## **DEPARTMENT OF HOMELAND SECURITY**

The Department of Homeland Security (DHS) is the new supervising agency for the Federal Emergency Management Agency (FEMA) which serves as the principal federal government contact during natural disasters and nuclear defense emergencies. California is located in FEMA Region IX. Initial requests for federal assistance will be coordinated with FEMA Regional Operations Center by the OES State Emergency Operations Center, unless other more specific procedures are agreed upon and contained in mutually approved contingency plans.

FEMA Region IX encompasses the western United States: Arizona, California, Hawaii, Nevada, American Samoa, Guam, and Northern Mariana Islands.

## **EMERGENCY FUNCTIONS**

In this plan, local emergency operations are divided into several emergency functions based on SEMS/NIMS. Specific details on the EMO organization, each function within the EMO, operational concepts and applicable policies and procedures are provided in the Annex. Each position checklist within the Annex also provides suggested emergency actions for the EMO staff.

## **EMERGENCY RESOURCES MANAGEMENT**

Emergency resources management is the effective management of those available resources deemed most essential to survival and recovery operations, particularly following a large-scale emergency or an attack upon the United States.

The California Emergency Resources Management Plan presents statewide policies and guidance to local governments on the conservation, distribution and use of resources immediately available to them, and on arranging for resupply of goods and services to meet local emergency needs. Urgent needs that cannot be met locally are to be reported through proper channels, beginning with the operational area and progressing to the State. State officials will then arrange with industry and responsible public agencies for delivery of goods or provision of services to meet local shortages. These arrangements may be done directly or through Federal agencies that may be functioning within the State. Once immediate supply processes are underway, the State will act to assure that necessary resources are available and efficiently used for the duration of the emergency situation.

## **CONTINUITY OF GOVERNMENT**

A large-scale emergency or nuclear attack could result in the death or injury of key government officials. The partial or complete destruction of established seats of government and public and private records essential to continued operations of government and industry is also possible. Order, leadership and authority are imperative if local government is going to continue to function. During the reconstruction period, law and order must be preserved and, as much as possible, government services must be maintained.

## **LINES OF SUCCESSION**

The California Government Code, Section 8638, Article 15, Chapter 7, Division 1, Title 2 requires the appointment of up to three standby officers for each member of the governing body. This article also provides for succession of officers who head departments responsible for maintaining law and order, or for

furnishing public services relating to health and safety. Additionally, Article 15 outlines procedures to assure continued functioning of political subdivisions in the event the governing bodies, including standby officers, are unavailable to serve. The standby officers shall have same authority and powers as the regular officers or department heads.

## **RECONSTITUTION OF THE GOVERNING BODY**

The California Government Code, Section 8642 of Article 15 authorizes local governing bodies to convene as soon as possible whenever a state of emergency or local emergency exists and at a place not necessarily within the political subdivision. Under Article 15, the duties of a governing body during emergencies include ascertaining the damage to the jurisdiction and its personnel and property, reconstituting itself and any subdivisions, and performing functions in preserving law and order and furnishing local services. The government is responsible for providing continuity of effective leadership, authority and adequate direction of emergency and recovery operations. The following portions of the California Government Code and the State Constitution provide legal authority for the continuity and preservation of State and local government:

- ⌘ Continuity of Government in California, Article IV, Section 21, State Constitution.
- ⌘ Preservation of Local Government, Article 15, California Emergency Services Act.
- ⌘ Temporary Seat of State Government, Section 450, Title 1, Division 3, Chapter 1, Government Code.
- ⌘ Temporary County Seats, Section 23600, Title 3, Division 1, Chapter 4, Article 1, Government Code.
- ⌘ Members of the Legislature, Section 9004, Title 2, Division 2, Part 1, Chapter 1.5, Article 1, Government Code.
- ⌘ Legislative Session After War or Enemy Caused Disaster, Sections 9035-9038, Title 2, Division 2, Part 1, Chapter 1.5, Article 2.5, Government Code.
- ⌘ Succession to the Office of Governor, Article V, Section 10, State Constitution.
- ⌘ Succession the Office of Governor, Sections 12058-12063, Title 2, Division 3, Part 2, Chapter 1, Articles 5.5 and 6, Government Code.
- ⌘ Succession to Constitutional Offices, Sections 12700-12704, Title 2, Division 3, Part 2, Chapter 7, Government Code.
- ⌘ Preservation of State Records, Sections 14745-14750, Title 2, Division 3, Part 5.5, Chapter 5, Articles 2 and 3, Government Code.

## **PUBLIC AWARENESS AND EDUCATION**

The public response to any large-scale emergency or disaster is based on an understanding of the nature of the disaster, the potential hazards, the likely response of emergency services, and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Upon the proclamation of a local of emergency, the Director of Emergency Services (DES) will activate the Public Information Officer to disseminate information to the public. State OES and FEMA will similarly appoint public information officers to support public information efforts and to provide information originating from the State or Federal government. Even the most efficient emergency information effort requires time to initiate, during the initial phase of the emergency confusion and lack of information can contribute to a worsening of the emergency and an increased burden for all areas of emergency response.

## **TRAINING AND EXERCISES**

Training and disaster related exercises are conducted regularly to allow the EMO an opportunity to become thoroughly familiar with procedures, facilities and systems that may be used in emergency situations.



# AUTHORITIES AND REFERENCES

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The California Emergency Services Act provides the basic authorities for conducting emergency operations following the proclamations of emergencies by the Governor and local authorities. The provisions of the Act are further reflected and expanded on by appropriate local emergency ordinances. The California Emergency Plan, which is promulgated by the Governor, is published in accordance with the Act and provides overall Statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including war. Section 8568 of the Act states that "the State Emergency Plan shall be in effect in each political subdivision of the State, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof." Local emergency plans are, therefore, considered to be extensions of the California Emergency Plan.

## EMERGENCY PROCLAMATIONS

There are three types of proclamation of emergency in the State of California: local emergency, state of emergency, and state of war emergency. During a state of emergency or state of war emergency, the Governor has complete authority over all agencies of State government as outlined in the California Emergency Services Act.

The local governing body or a duly authorized local official may proclaim a local emergency, as described in the California Emergency Services Act and as provided for in its local emergency ordinance.

## LOCAL EMERGENCY (CITY OF SUNNYVALE)

Sunnyvale Municipal Code, Section 2.16.040, empowers the DES or designee to:

- ⌘ Request the City Council to proclaim the existence or threatened existence of a local emergency if the City Council is in session, or to issue such proclamation if the City Council is not in session. Whenever the DES or designee proclaims a local emergency, the City Council shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect. The City Council shall review the need for continuing the local emergency at least every 14 days until a local emergency is terminated. (See Emergency Proclamations)
- ⌘ Request the Governor to proclaim a state of emergency when, in the opinion of the DES or designee, the local resources are inadequate to cope with the emergency.

- ⌘ Control and direct the effort of the emergency organization of Sunnyvale for the accomplishment of the purposes of this chapter.
- ⌘ Direct cooperation and coordination of services and staff of the emergency organization of this City; and resolve questions of authority and responsibility that may arise among them.
- ⌘ Represent Sunnyvale in all dealings with public or private agencies on matters pertaining to large-scale emergencies or disasters as defined herein.

In the event of the proclamation of a local emergency as herein provided, the proclamation of a state of emergency by the Governor or the Director of State OES, or the existence of a state of war emergency the DES is hereby empowered to:

- ⌘ Make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations be confirmed at the earliest practical time by the City Council;
- ⌘ Obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the City for the fair value thereof and, if required immediately, to commandeer the same for public use;
- ⌘ Require emergency services of any City officer or employee and, in the event of the proclamation of a state of emergency in Santa Clara County or the existence of a state of war emergency, to command the aid of as many citizens of this community as he/she deems necessary in the execution of his/her duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by State law for registered disaster service workers;
- ⌘ Requisition necessary personnel or material of any City department or agency; and
- ⌘ Execute all ordinary powers as city manager, all of the special powers conferred upon him/her by the ordinance codified in this chapter or by resolution or emergency plan pursuant hereto adopted by the city council, all powers conferred upon him/her by any statute, by any agreement approved by the city council, and any other lawful authority.

## **STATE OF EMERGENCY**

A disaster may be of such magnitude that it requires extraordinary action by the State in order to protect the lives, property and environment of its citizens. The Governor is empowered to proclaim a state of emergency in the affected or likely to be affected area when circumstances described in subdivision (b) of California Government Code 8558 exists; and when he is requested to do so by the mayor or chief executive of the City.

## **STATE OF WAR EMERGENCY**

Whenever the Governor proclaims a state of war emergency, or if a state of war emergency exists, all provisions associated with a state of emergency apply. Additionally, all state agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor made or given within the limits of this authority as provided for in the Emergency Services Act.

## **FEDERAL AUTHORITIES**

- ⌘ Federal Disaster Relief Act of 1974, Public Law 93-288.
- ⌘ Federal Civil Defense Act of 1950, Public Law 920, as amended.
- ⌘ Public Law 84-99, U.S. Army Corps of Engineers-Flood Fighting.

## **STATE AUTHORITIES AND REFERENCES**

- ⌘ California Emergency Services Act, Chapter 7 of Division 1 of Title 2, Government Code.
- ⌘ California Natural Disaster Assistance Act.
- ⌘ California Water Code, California Department of Water Resources - Flood Fighting, Section 128.
- ⌘ Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency.
- ⌘ Orders and Regulations Promulgated by the Governor to take effect upon the existence of a State of War Emergency.
- ⌘ California Emergency Plan.
- ⌘ Disaster Assistance Procedural Manual (published by the California Office of Emergency Services).
- ⌘ California Emergency Resources Management Plan.
- ⌘ California Master Mutual Aid Agreement and supporting mutual aid agreements.
- ⌘ Standardized Emergency Management System, Government Code 8607.

## **LOCAL AUTHORITIES AND REFERENCES**

- ⌘ City of Sunnyvale Emergency Plan Ordinance, No. 1792-75 dated September 23, 1997.
- ⌘ City of Sunnyvale Resolution, No. 298-75 dated September 16, 1975.
- ⌘ City of Sunnyvale Emergency Plan, No. 88-398 dated August 30, 1988.
- ⌘ County of Santa Clara Emergency Plan, Resolution of the Board of Supervisors dated October 12, 1971.

# EMERGENCY PROCLAMATIONS

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## PROCLAMATION OF EXISTENCE OF A LOCAL EMERGENCY

By Director of Emergency Services

This form may be used when the Director of Emergency Services is authorized by ordinance to issue such a proclamation. It should be noted that Section 8630 of the Government Code states:

" . . . Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body . . . "

-----  
WHEREAS, Chapter 2.16 of the City of Sunnyvale Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when the City is affected or likely to be affected by a public calamity, and the City Council is not in session; and

WHEREAS, the Director of Emergency Services of the City of Sunnyvale does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within the City, caused by (fire, flood, storm, epidemic, riot, earthquake, or other cause); and

That the City Council of the City of Sunnyvale is not in session (and cannot immediately be called into session);

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout the City; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of the local emergency the powers, functions, and duties of the emergency organization of this City shall be those prescribed by state law, by (charter) ordinances, and resolutions of this City, and by the City of Sunnyvale Emergency Plan, as approved by the City Council.

## **PROCLAMATION OF EXISTENCE OF A LOCAL EMERGENCY**

By the City Council

This form may be used when the City Council is authorized by ordinance to issue such a proclamation. It should be noted that Section 8630 of the Government Code states:

"... The governing body shall review, at least every 14 days until such local emergency is terminated, the need for continuing the local emergency and shall proclaim the termination of such local emergency at the earliest possible date that conditions warrant."

-----  
WHEREAS, Chapter 2.16 of the City of Sunnyvale Municipal Code empowers the City Council to proclaim the existence or threatened existence of a local emergency when the City is affected or likely to be affected by a public calamity; and

WHEREAS, the City Council has been requested by the Director of Emergency Services of the City to proclaim the existence of a local emergency therein; and

WHEREAS, the City Council does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within the City, caused by (fire, flood, storm, epidemic, riot, earthquake (or other cause), commencing on or about .m. on the day of, \_\_\_\_; and  
That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout the City; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of the local emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of this City shall be those prescribed by State law, by the charter, by ordinances, and resolutions of this City, and by the City of Sunnyvale Emergency Plan, as approved by the City Council.

IT IS FURTHER PROCLAIMED AND ORDERED that the local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Sunnyvale, State of California.

## PROCLAMATION CONFIRMING EXISTENCE OF A LOCAL EMERGENCY

This form may be used by a City Council to ratify the proclamation of existence of a local emergency, issued by the Director of Emergency Services.

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WHEREAS, Chapter 2.16 of the City of Sunnyvale Municipal Code empowers the Director of Emergency Services\* to proclaim the existence or threatened existence of a local emergency when the City is affected or likely to be affected by a public calamity and the City Council is not in session, subject to ratification by the City Council within seven days; and

WHEREAS, on or about \_\_\_\_\_ conditions of extreme peril to the safety of persons and property have occurred within this City, caused by \_\_\_\_\_ at which time the City Council of the City of Sunnyvale was not in session; and

WHEREAS, the City Council does hereby find that the aforesaid conditions of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency; and

WHEREAS, the Director of Emergency Services of the City of Sunnyvale did proclaim the existence of a local emergency within the City on \_\_\_\_\_;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT the proclamation of existence of a local emergency, as issued by the Director of Emergency Services, is hereby ratified and confirmed by the City Council of the City of Sunnyvale, and shall be deemed to continue to exist until terminated by this Council.

**PROCLAMATION REQUESTING GOVERNOR TO PROCLAIM A STATE OF EMERGENCY**

WHEREAS, on \_\_\_\_\_, \_\_\_\_\_, the City Council of the City of Sunnyvale found that due to \_\_\_\_\_, a condition of extreme peril to life and property did exist in the City of Sunnyvale;

WHEREAS, in accordance with State law, the City Council proclaimed an emergency did exist throughout the City; and

WHEREAS, it has now been found that local resources are unable to cope with the effects of the emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this proclamation be forwarded to the Governor of California with the request that he/she proclaim the City of Sunnyvale to be a state of emergency; and

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the State Director of the Office of Emergency Services; and

IT IS FURTHER RESOLVED THAT \_\_\_\_\_, (Title) \_\_\_\_\_ is hereby designated as the authorized representative of the City of Sunnyvale for the purpose of receipt, processing and coordination of all inquiries and requirements necessary to obtain available State and Federal assistance.

## **PROCLAMATION OF TERMINATION OF LOCAL EMERGENCY**

WHEREAS, a local emergency presently exists in the City of Sunnyvale in accordance with the action taken by  
on \_\_\_\_\_ (date) as a result of conditions of extreme peril to the safety of  
persons or property caused by \_\_\_\_\_ ; and

WHEREAS, the situation of extreme peril is now deemed to be within the control of the normal protective services, personnel, equipment and facilities;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT the existence of a local emergency is hereby declared terminated.



# EMERGENCY MANAGEMENT ORGANIZATION

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During a disaster or large-scale emergency, the EMO will support field response operations in mitigating incidents within the City. The primary emphasis will be placed on saving lives, protecting property, preserving the environment and maintaining the continuity of government. When the EOC is activated, the EMO will use the functions, principles and components of SEMS/NIMS to manage the emergency.

## OBJECTIVES

- ⌘ Save lives and protect property.
- ⌘ Provide a basis for direction and control of emergency operations.
- ⌘ Provide for the continuity of government.
- ⌘ Repair and restore essential systems and services.
- ⌘ Provide for the protection, use and distribution of remaining resources.
- ⌘ Coordinate operations with the emergency organizations of other jurisdictions.

## RESPONSIBILITIES

- ⌘ Coordinate emergency services.
- ⌘ Support personnel.
- ⌘ Assess and document damage to the City.
- ⌘ Disseminate information to the public.
- ⌘ Establish a liaison with government agencies and relevant private organizations.
- ⌘ Mobilize and support of volunteers.
- ⌘ Recover costs from State and Federal disaster assistance agencies.
- ⌘ Coordinate mutual aid.

## STAFFING

Emergency staffing must be obtained from City departments, external agencies, and from skilled individuals and professional groups. Additional staffing is obtained by using volunteers and persons impressed into service. All public employees and volunteers of an accredited emergency service organization are disaster service workers (Government Code of the State of California, Title I, Division 4, Chapter 8).

## **EMO ACTIVATION AND NOTIFICATION**

The EMO is activated when field response needs support. Activation may involve partial or full staffing, depending on the required support. The DES or designee will decide if and when the EMO will be activated and the EOC opened. Once it is determined a centralized location for staff is necessary, the DES will order the recall of staff to fulfill the EMO functions outlined in the Annex. The number of personnel and EMO functions activated will be driven by the incident or as directed by the DES. Staff filling EMO functions are responsible for and have the authority to act in those functions. Once activated, all functions will continue to be staffed until relieved by the DES.

In the City Manager's absence, staff will assume the DES responsibilities in the following order:

- ⌘ Assistant City Manager
- ⌘ Director of Public Safety
- ⌘ Director of Public Works
- ⌘ Public Safety Deputy Chief

## **EMO NOTIFICATION SYSTEM**

When it is evident that a large-scale emergency is occurring or is imminent all EMO personnel will be notified. EMO personnel may receive notification by phone or email. All personnel assigned to the EMO will notify OES of updated phone numbers. EMO staff contacted by the notification system will use their employee number to access automated messages from the system.

## **AUTOMATIC RESPONSE BY STAFF TO THE EOC**

Certain events, such as a major earthquake, can completely disrupt or severely damage telephone communications. To prevent a delay, EMO staff, department managers and designated personnel are required to respond to the EOC.

## **EMO NOTIFICATION PROCEDURES**

The DES or designee will consult with staff to determine if it is necessary to direct and control the emergency response and recovery efforts from the EOC. Once the decision has been made to open the EOC the follow will occur:

- ⌘ The level of EMO activation will be determined.
- ⌘ Public Safety Dispatch or OES staff will be assigned to create and record an emergency notification message for EMO via the Communicator system.
- ⌘ Public Safety Dispatch or OES staff will initiate emergency callback for the EMO Communicator system.

## **LEVELS OF AN EMERGENCY**

The State OES has established three levels of emergency response, based on the severity of the situation and the availability of local resources. Generally, in a large-scale emergency, emergency response will progress from the local jurisdiction, to operational area, to region, to State, to Federal government.

### **LEVEL I – Minor to Moderate**

This type of situation is managed in a normal manner from a command post in the field. Local resources are adequate and available. The coordination and direction of response activities may or may not be decentralized. Depending upon the situation the EOC may or may not be activated.

### **LEVEL II – Moderate to Severe**

Local resources are not adequate and mutual aid may be required on an operational area, regional or even a statewide basis. A local emergency is proclaimed and the Governor might proclaim a state of emergency. Direction and coordination is centralized and key City personnel report to the EOC to coordinate emergency response activities.

### **LEVEL III – Major Disaster**

Resources in or near the affected area are overwhelmed and extensive State or Federal resources are required. Both a local emergency and a state of emergency will be proclaimed and a presidential declaration will be requested. Emergency operations are centralized. The EOC is activated and the coordination and direction of response and recovery activities will occur there.

## **EMERGENCY OPERATIONS CENTER**

The City's EOC is located in Public Safety Headquarters on the second floor in rooms 2023, 2024, 2028 and 2030. The Public Safety building is designed as a survivable and secure facility from which the EMO may operate.

The purpose of the EOC is to provide a facility from which the City's response, mitigation, and recovery efforts can be effectively coordinated. When the EOC is activated, EMO staff's primary responsibilities are to collect all relevant information about the emergency, organize the information into a useful format for the decision makers and facilitate the coordination of resources to mitigate the effects of the emergency. Other activities may include:

- ⌘ **Data collection/processing.** To respond and recover from a major emergency, accurate and timely information must be collected and made available to the EMO.
- ⌘ **Communication.** How well the City recovers from the emergency depends upon how well staff is able to communicate with one another. Several common methods are in place and should be utilized while working in the EOC (i.e., face-to-face contact, written messages, radio communications, etc.).
- ⌘ **Facility safety/human needs.** Self support in the areas of food, sanitation, and security must be accounted for during EOC activation. Food and beverages will be provided for EMO personnel by Logistics, if the EOC activation is of long duration. A suggested menu for EMO staff is provided in the miscellaneous section of the plan.

The location of the alternate EOC will be determined by the incident.

## **PRIMARY POWER SYSTEM**

The primary power system used by the City is electrical and supplied by Pacific Gas and Electric Company. The backup power supply consists of two diesel fueled generators - 480 volts, 30 KVA, 230 Kilowatts, 3 Phase. A third power supply system a battery -120/208 volts, 27 Kilowatts, 3 Phase, which provides an uninterrupted power supply to designated outlets and lights in critical areas of the building. A 12,000-gallon underground tank fuels EOC generators. This tank feeds into a 30-gallon day tank.

# HAZARD IDENTIFICATION

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A hazard identification survey indicates that Sunnyvale is subject, in varying degrees, to the effects of the following:

- ⌘ Civil unrest
- ⌘ Dam failure
- ⌘ Earthquake, including landslides and liquefaction
- ⌘ Flood
- ⌘ Hazardous materials accident
- ⌘ Insect pest infestation
- ⌘ Power failure, including brownout
- ⌘ Prolonged heat wave
- ⌘ Transportation accident, including roadway, rail and air
- ⌘ Weapons of mass destruction-chemical, biological, radiological, nuclear, explosive terrorism
- ⌘ Wildland/Urban Interface Fires
- ⌘ Winter storm, including freeze and high water conditions

Actions to be accomplished in response to these incidents are contained in the Emergency Action Checklists of the Annexes to this plan, and in departmental SOPs.

A synopsis of each high probability hazard and its potential effects follows.

# EARTHQUAKE

The City of Sunnyvale is situated among three of the world's most active earthquake faults. The San Andreas Fault lies seven miles south of Sunnyvale's City Hall. The Hayward-Calaveras faults are ten miles northeast of City Hall. The resulting effect of a major earthquake on any of these faults could produce a catastrophic effect that could overwhelm local resources. The United States Geological Survey has predicted a 70% chance of a major quake on one of these faults by 2030.

A major earthquake occurring in Sunnyvale could cause many casualties, extensive property damage, fires and other ensuing hazards. The effects could be aggravated by aftershocks and by the secondary effects of fire, landslides, and dam failure. The time of day and season of the year also would have an effect on the number of dead and injured and the amount of damage sustained. Such an earthquake would be catastrophic in its effect on the population and could exceed the response capability of the state and local communities. Damage control and disaster relief support would be required from other local governmental and private organizations, and from the state and federal governments.

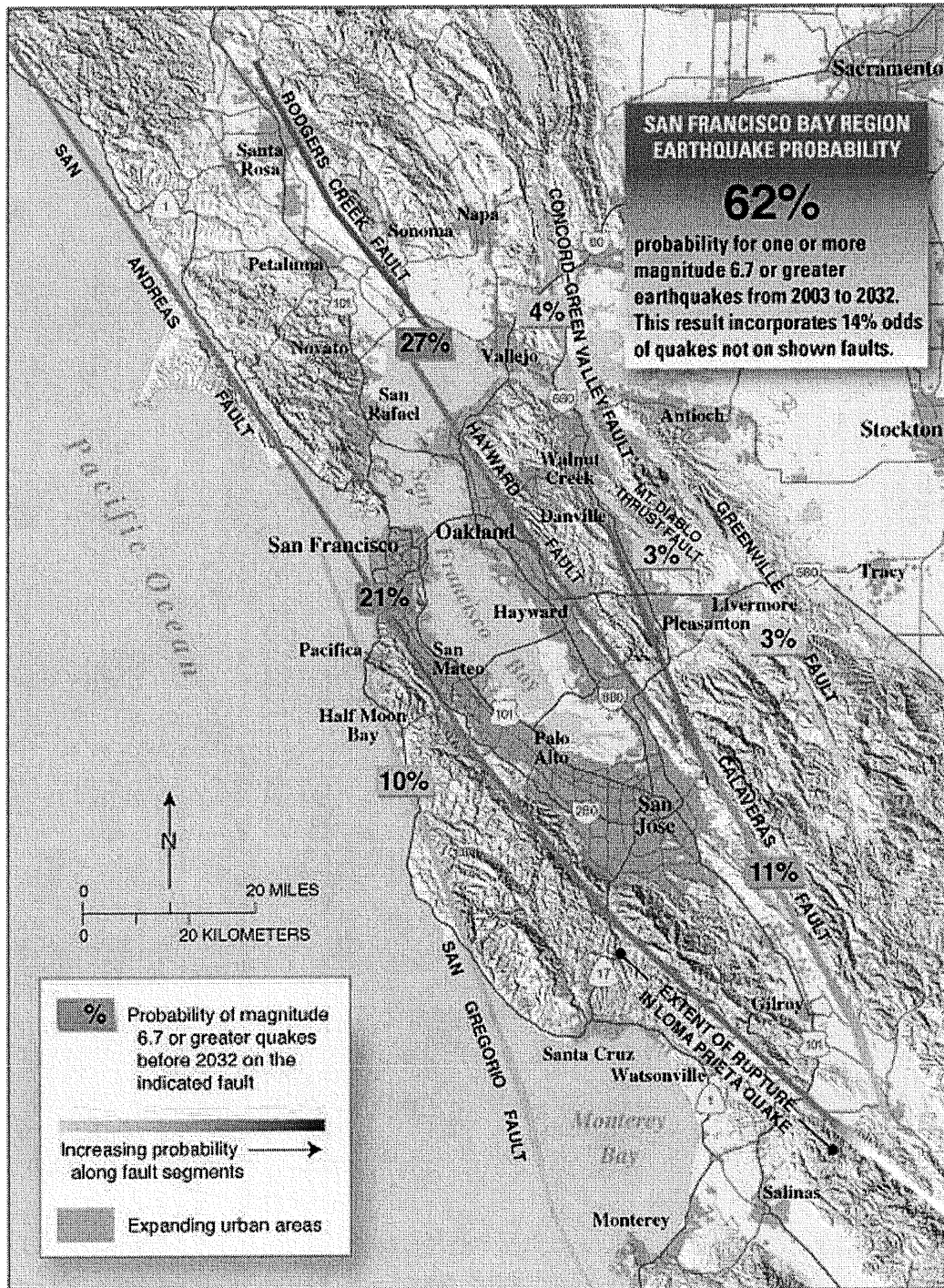
Extensive search and rescue operations may be required to assist trapped or injured persons. Injured or displaced persons would require emergency medical care, food and temporary shelter. Identification and burial of many dead persons would pose difficult problems; public health would be a major concern. Mass evacuation may be essential to save lives. Many families would be separated, particularly if the earthquake should occur during working hours. Emergency operations would be seriously hampered by the loss of communications and damage to transportation routes within, and to and from, the disaster area and by the disruption of public utilities and services.

Extensive federal assistance could be required and could continue for an extended period of time. Support would be required to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public services and utilities, and provide continuing care and welfare for the affected population, including temporary housing for displaced persons.

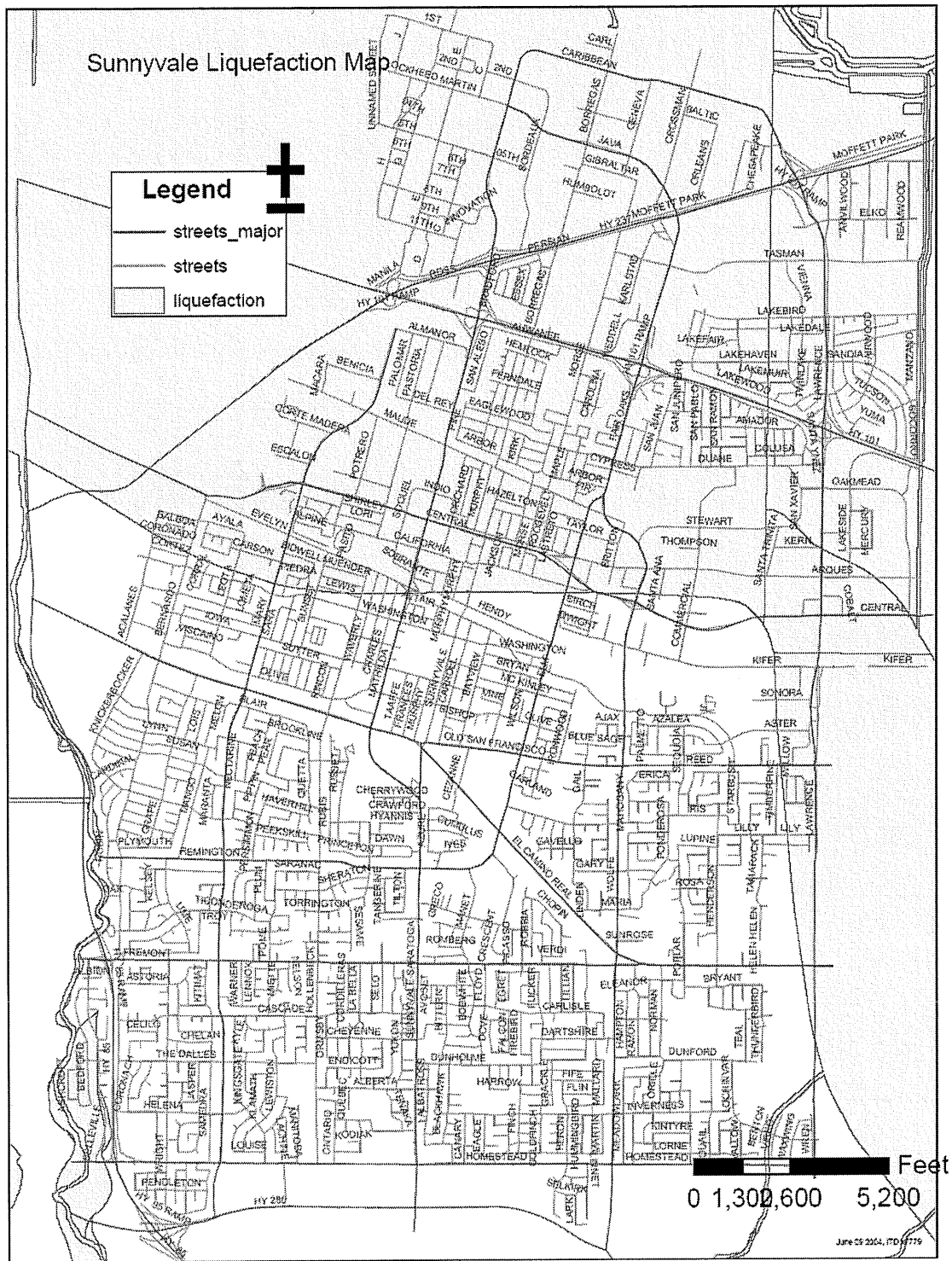
The area at risk includes the entire city of Sunnyvale. Earth scientists consider that the entire Bay Area could suffer massive damage from a great earthquake on either the San Andreas Fault or the Hayward Fault. Damage is expected to be uneven because of geological factors and structural differences. Studies have provided estimates of the total number of deaths and hospitalized injuries, (exclusive of dam failures) for the entire San Francisco Bay Area.

# EARTHQUAKE FAULT ZONES

## United States Geological Survey

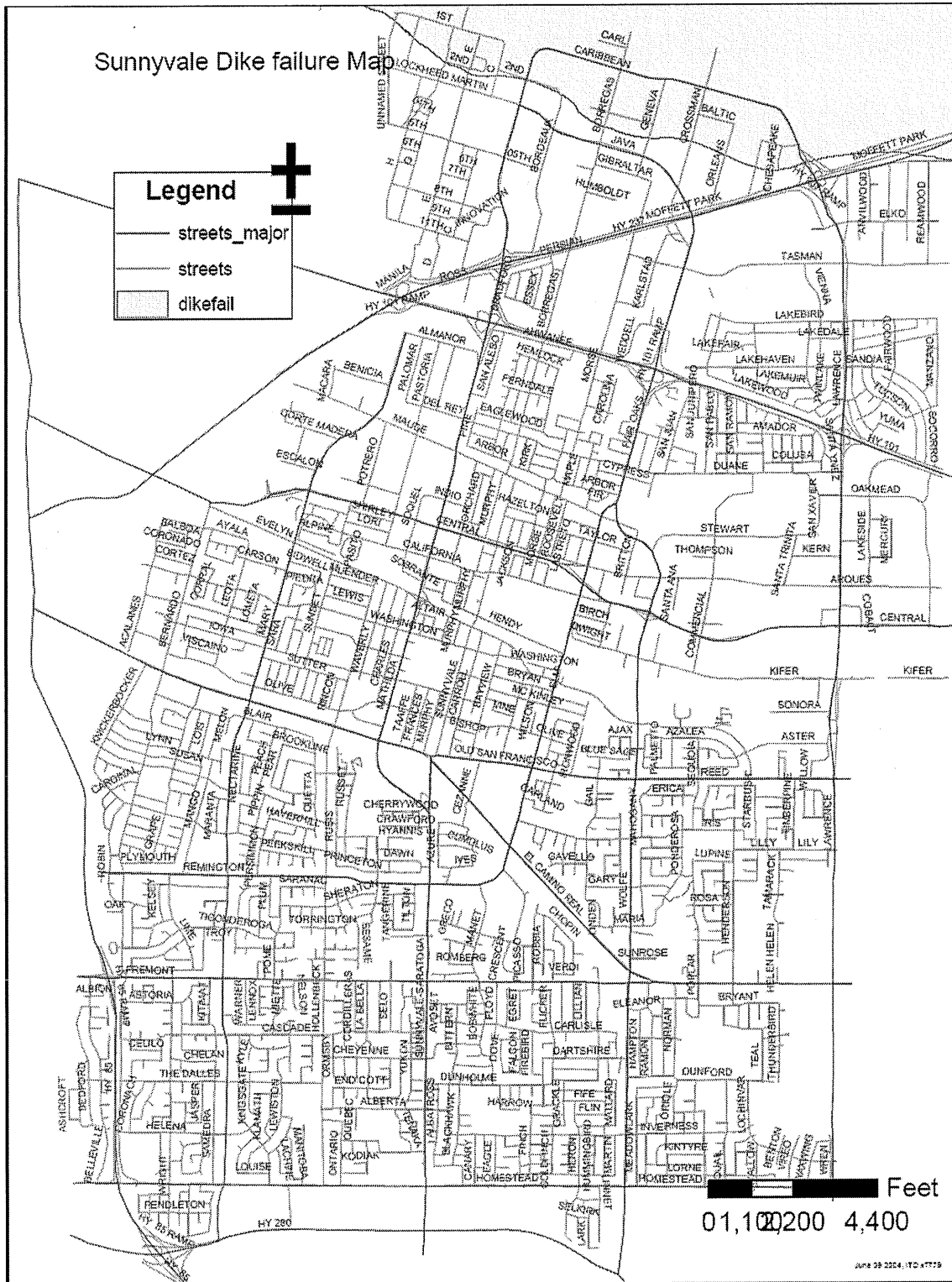


# SUNNYVALE LIQUEFACTION





# SUNNYVALE DIKE FAILURE



## FLOODING

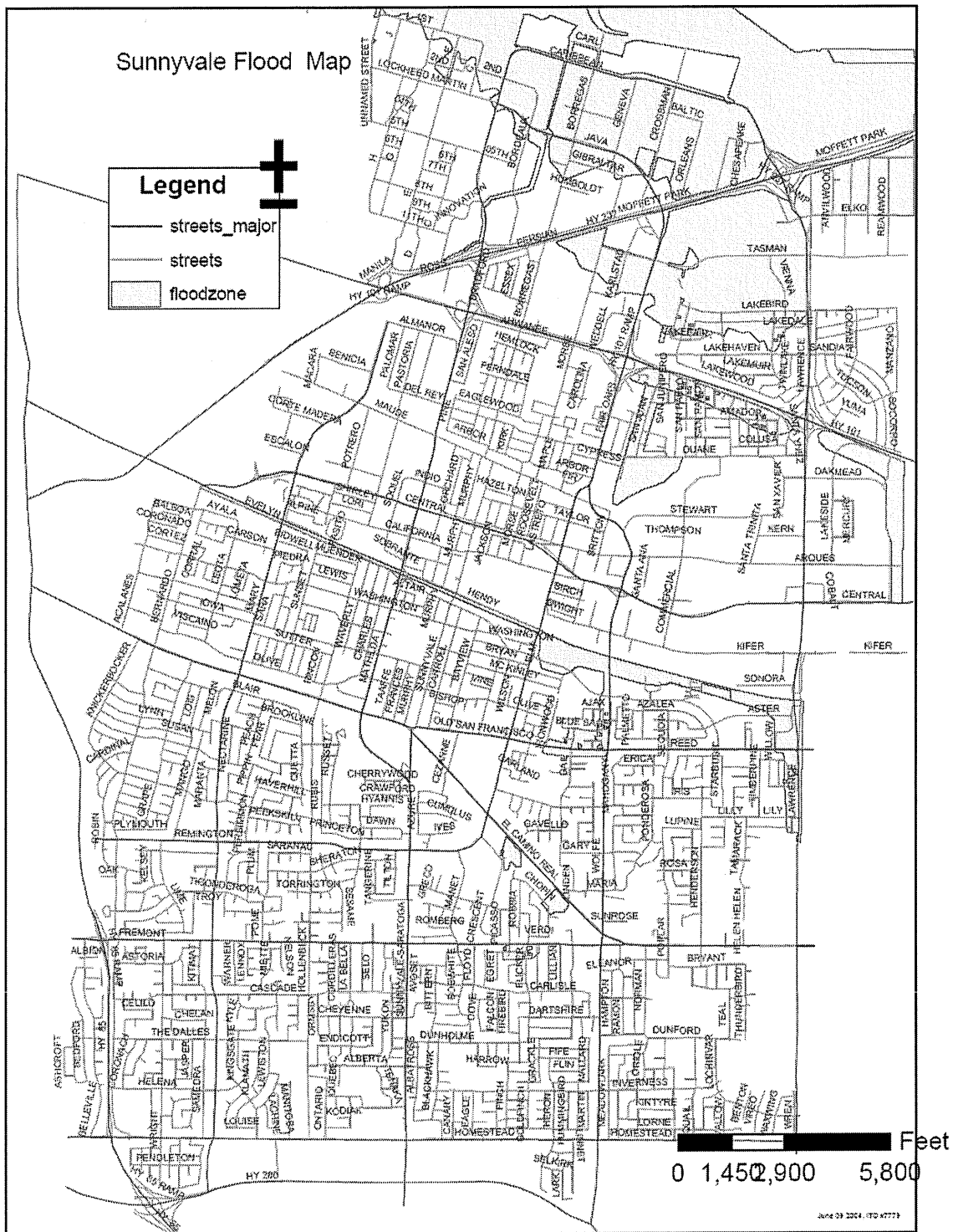
Sunnyvale occupies an area of relatively young and active geological processes. Before cultural activities disrupted the depositional process, Sunnyvale's land was the interface between two flood zones: the alluvial fan deposits of the intermittent streams from the mountains and the periodic flooding from the Bay. While Sunnyvale is not in jeopardy of severe flooding, minor flooding may occur due to excessive precipitation and tidal flooding. If precipitation levels in the City were in excess of three to four inches in a 24-hour period, several of the existing flood channels could not handle the water load.

The dike system was originally designed to contain holding ponds that ultimately served as salt evaporators for commercial salt production (a rather static flood environment) rather than a barrier against flooding for a populated area. The Santa Clara Valley Water District maintains two flood channels (East and West Channels) and one creek (Calabazas). The channels and the creeks empty into the Bay along levied sloughs. The stream channels are incised, but large areas on either side of them are vulnerable to flooding by sheet flow should the streams top their banks during a storm.

Recent experience has demonstrated some weakness in the flood control channels. Calabazas Creek between Homestead Road and Lawrence Expressway appears to be inadequate. During the extensive rainstorms of January 1983, Calabazas overflowed its banks, flooding the rear yards of homes backing the channel. The bridge at Lochinvar was topped, sending storm waters and debris along the channel from Lochinvar to Benton. The fast running waters eroded the channel, causing isolated washouts along the banks in the area south of Lochinvar. In 1996, a project was completed to raise the retaining walls along both side of Calabazas Creek.

In general, the greatest floods experienced in the region since the turn of the century have a probability of being exceeded once in about 40 years. Since 1958, Sunnyvale's storm drainage and flood control potential has improved. The City has constructed an extensive storm drain system, and is continuing to improve upon it. The City maintains two storm system pumps and will soon add a third. The City also maintains a five-acre storm water retention basin north of Caribbean Avenue. The storm drain system has been designed to handle only the surface runoff that falls within the City.

# SUNNYVALE FLOOD MAP



## HAZARDOUS MATERIALS INCIDENT

Release of explosive and highly flammable materials can cause fatalities and injuries, necessitate large-scale evacuations, and destroy millions of dollars worth of property.

The City contains major transportation arteries, such as U.S. 101, Highway 85, U.S. 280, Highway 237 and the Southern Pacific Railroad, each transporting significant amounts of hazardous materials through, into, and out of the City each day. The City is highly exposed to the effects of a catastrophic hazardous material emergency due to the proximity of highways and the railroad to densely populated areas. Additionally, trucks transporting hazardous materials often must use City streets.

Fixed facilities are found throughout the City at all industrial areas. Air transportation is primarily composed of NASA/Ames traffic, which flies landing approaches over Sunnyvale. The United Parcel Service located in the northeast sector of the City also has helicopter delivery services into and out of their yard on a daily basis.

Concerns for individuals and the environment exposed to a hazardous materials event would be both short and long term. Environmental quality concerns, include the atmosphere, soil, surface and ground water, and domestic animals.

## WINTER STORM

The City and its residents, while not generally affected by harsh winter weather, must still be prepared for localized flooding, extended power outages, fallen trees or power lines, deteriorated levees, retaining walls or roofs, and dangerous driving conditions. The City is traversed by two flood channels which in past history have become inundated causing flooding in various sections of the City, resulting in power failures, street damage, and some structure damage. The extreme northern border contains levees to prevent bay water from flooding that section of the City. Should winter storms produce damage that results in levee failure, the northern section of the City would become inundated.

On May 4, 1998, torrential rain, intense hail and thunderstorm moved across Santa Clara County, causing a tornado to touch down in the Cherry Chase neighborhood. The last such storm occurred in Sunnyvale on January 11, 1951. The tornado ripped trees from the ground, tore roofs from houses, shattered windows and left behind a mountain of debris. Most of the damage was within a six to eight block area centered at Bernardo Avenue and Remington Drive on the western edge of Sunnyvale near Highway 85.

## AIRCRAFT ACCIDENT

Sunnyvale is located in a high-density aircraft operations area that includes a particular hazard from NASA/Ames operations out of and into Moffett Federal Air Field. Sunnyvale also is in the busiest aircraft corridor in the world -- San Francisco to Los Angeles. The mix between general, commercial and military air operations further complicates Sunnyvale's vulnerable location.

Aircraft accidents releasing explosives and highly flammable materials have caused fatalities and injuries, necessitating large-scale evacuations and destroying millions of dollars of property. Persons fortunate enough to survive an airplane crash, but who are not immediately rescued, stand a high risk of death in a post-crash fire or from the excessive amount of toxic smoke generated by the various synthetics that are used in aircraft construction. Statistics demonstrate that business and industry located within flight patterns that have been damaged or destroyed by aircraft accidents have a low recovery rate. These types of accidents have resulted in loss of industry in the immediate area and in many cases loss of industry to the community as a whole.

Sunnyvale's major concern related to an aviation accident focuses on Moffett Federal Air Field flight operations involve various military and NASA aircraft. Given this diversity of airframes, power plant sizes and differing flight performance characteristics and payloads, the traffic pattern is often saturated. In addition, peak hour arrivals and departures at San Francisco International traverse Sunnyvale airspace.

Equally as significant is the possibility of a malfunctioning aircraft to crash into an industrial building that utilizes or stores hazardous materials.

## POWER FAILURE

Utility interruption for extended periods can result in losses to the community's economy, potentially devastating interruption to life support equipment (both in the homes and hospitals), and possible neglect to vital services.

Because the utility service is not a City operated department, Sunnyvale is dependent upon the regional Pacific Gas and Electric Company (PG&E) for utilities and the ability to respond in an emergency. Public Safety does not have a direct communications link to PG&E and is dependent on landline relay. A Sunnyvale Amateur Radio Operator (SARES) is designated to respond to PG&E Headquarters located in Cupertino in the event of a major disaster to provide emergency communications. PG&E respond to service calls on a priority basis and have limited staff available to answer community needs.

## RAILWAY ACCIDENT

Railway transportation is a 24-hour business. This type of delivery system can carry passengers and/or cargo. The Southern Pacific Railway and Caltrans commuter trains provide rapid efficient transportation eliminating additional motor vehicle road transportation.

The Southern Pacific Railway cargo varies according to delivery, with some deliveries including large quantities of hazardous materials. Accidents have occurred that resulted in major injuries and required evacuations. The types of accidents vary from collision to derailments, mechanical failures, and natural disaster related incidents.

The City is bisected by railway transportation. One portion of the tracks is located within three blocks of a major shopping district. Other tracks cross main arterial of commute traffic and high-density residential living. Commute trains carrying only passengers during peak hours arrive and depart every 15 minutes. Other weekday periods provide transportation of various types of cargo including hazardous materials. These trains can travel at speeds of up to 60 mph through the City.



## WEAPONS OF MASS DESTRUCTION INCIDENT

In 1997 Congress determined that there was a reasonable potential for terrorist attacks against domestic sites. Under federal legislation, six federal agencies were tasked to assist local governments to create local elements of the Domestic Preparedness Program in preparing for such attacks: Department of Defense, Department of Justice/Federal Bureau of Investigation, Department of Health and Human Services, Federal Emergency Management Agency, Environmental Protection Agency, and Department of Energy. Weapons of concern, capable of killing and injuring hundreds of victims at one point of release, include chemical, biological, radiological and nuclear substances, as well as conventional explosives. Twenty-five of the largest cities in the United States (i.e., San Jose, San Francisco, etc.), were included in a federal program to develop local response assets for response to a terrorist attack starting in 1997.

The threat analysis for the San Francisco Bay Area is based on several factors: population size, economic importance, multi-cultural population, and proximity to the Pacific Rim. San Francisco Bay Area has been rated the most ethnically diverse location in the country, with residents from areas of the world beset by domestic unrest. Since some of these individuals have been politically active in their nations of origin, there is the potential for external affairs and international tensions to impact these residents and their businesses. Finally, California's long Pacific coastline provides opportunity for illegal entry into the country of individuals and materials supporting terrorist goals.

In addition, San Francisco Bay Area is home to major universities, research establishments, and high profile events, such as high tech conventions, national sports events, and political meetings of national interest. Local universities support research communities actively engaged in research on nuclear, radiological and fissile materials. The universities and the biotechnology industry invent and work with biological materials and pathogenic agents.

Significant stockpiles of toxic substances and biological materials for industrial use, in San Francisco Bay Area and the surrounding areas, provide a ready supply of materials for development of weapons. These materials exist throughout the commercial and industrial sectors of the Bay Area. Since many of the substances are airborne when released, areas at risk include not only high target areas, such as large public gathering places, but most areas in the Bay Area because they are downwind of facilities likely to be terrorist targets.

# NUCLEAR ATTACK

According to federal authorities, Sunnyvale is not located in a high-risk area with respect to the direct effects of nuclear weapons during an attack on the United States. However, in the event of a nuclear attack, no community can be considered safe from the effects of resultant radioactive fallout.

Population protection measures to be employed in the event of a nuclear attack include:

- ⌘ In-place sheltering using designated fallout shelters contained in the National Federal System (NFS) list;
- ⌘ Upgrading shelters on the NFS list;
- ⌘ Construction of home fallout shelters;
- ⌘ Construction of and use of expedient fallout shelters;
- ⌘ Spontaneous evacuation

A National Defense Emergency (NDE) arises as a consequence of an act of war. The unique characteristic of a NDE is that federal powers supersede local powers and national interests have priority. A NDE may arise due to an attack or threat of attack by another nation or an action by a terrorist group. The attack or action may be based on the use of conventional weapons or by chemical, nuclear, or biological weapons.

The area at risk cannot be predicted. It could be a single relatively small military target or it could be the entire world, or anything in between. For civil nuclear defense planning purposes, the Federal Emergency Management Agency (FEMA) has designated the Bay Area (including most of the San Francisco Bay Area) as a risk area.

A NDE would be expected to be preceded by a period of increasing international tension except, perhaps, in the event of a terrorist group action. Each type of attack has specific characteristics; these are given in very abbreviated form below:

- ⌘ **Conventional.** Very fast onset of damaging effects. Effective against military and civil targets, effective against equipment and personnel.
- ⌘ **Chemical.** Rapid onset of damaging effects. Effective against Personnel. Little effect on equipment. Detectable in less than a day through chemical analysis.
- ⌘ **Biological.** Slow onset of damaging effects. Effective against Personnel. Not effective against equipment. Detection may be difficult and could take a day or more.
- ⌘ **Nuclear-High Altitude.** Creates electromagnetic pulse. Immediate damaging effect on electrical and electronic equipment; none on other equipment or Personnel.
- ⌘ **Nuclear-Air Burst.** Very fast onset of damaging effects. Creates thermal pulse and shock wave that will burn and collapse most equipment and kill or seriously injure most Personnel within several mile radius. Radioactive fallout may arise.

- ⌘ **Nuclear-Ground Burst.** Very fast onset of damaging effects. Creates much radioactive fallout having a long-term damaging impact on health of Personnel over a wide area. Shock wave and thermal pulse have less impact.

As international tension increases, governments and citizens would increase their level of preparedness and develop specific plans. Upon threat of any type of attack a rather large portion of the threatened urban population would be expected to spontaneously leave densely-populated areas, and plans to assist these people, as well as those remaining, would be implemented.

Source NAPB-90, FEMA

# MUTUAL AID

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California's emergency assistance is based on a statewide mutual aid system designed to ensure that adequate additional resources are provided to local jurisdictions whenever their own resources are committed or inadequate. The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act. This Agreement was developed in 1950 and adopted by California's incorporated cities and by all 58 counties. It creates a formal structure where each jurisdiction retains control of its own personnel and facilities, but can give and receive help whenever it is needed. State government, on the other hand, is obligated to provide available resources to assist local jurisdictions in emergencies.

To coordinate the flow of mutual aid, the State is divided into six Mutual Aid and three Administrative Regions. The City of Sunnyvale is located in the Coastal Region. Through this mutual aid system, State OES can receive a constant flow of information from every geographic and organizational area of the State. This includes direct notification from a local government official, County or State agency that a disaster exists or is imminent. In some cases, prior information makes it possible to anticipate an emergency and mitigate its effects.

To further assist the mutual aid process, particularly during day-to-day emergencies involving public safety agencies, fire and rescue and law enforcement coordinators when needed will function at the operational area, region and State OES. It is expected that during a catastrophic event, such as an earthquake, coordinators will be assigned at all levels to provide essential services (e.g., Medical, Care and Shelter, Rescue, etc.).

The State Operations Center at the OES Headquarters in Sacramento, or a State Coordination Center within or near the affected area, may be activated to coordinate response efforts of State or Federal agencies in support of a local operation. If the situation dictates, OES will establish one or more disaster support areas where resources and supplies can be received, stockpiled, allocated and dispatched to support operations in an affected area.

## **LOCAL RESPONSIBILITIES (CITIES)**

- ⌘ Develop and maintain current emergency plans which are consistent with the California Emergency Plan and the California Master Mutual Aid Agreement, SEMS/NIMS and plans of neighboring jurisdictions.
- ⌘ Maintain liaison with the appropriate OES Mutual Aid Region Office and neighboring jurisdictions.
- ⌘ Identify Multipurpose Staging Areas to provide rally points for incoming mutual aid and a staging area for support and recovery activities.
- ⌘ Respond to requests for mutual aid.
- ⌘ Send situation reports to the appropriate Operational Area Coordinator and/or OES Mutual Aid Region as the emergency situation develops and changes.
- ⌘ Request assistance from neighboring jurisdictions, and/or the Operational Area, as necessary.
- ⌘ Receive and employ resources that may be provided by neighboring jurisdictions and State, Federal, and private agencies.
- ⌘ Respond to emergency regulations issued by the Governor.

## **COUNTY/OPERATIONAL AREA**

- ⌘ Coordinate intracounty mutual aid.
- ⌘ Maintain liaison with State OES personnel.
- ⌘ Request mutual aid from the State OES Coastal Region Manager.

## **STATE OES - COASTAL REGION**

- ⌘ Maintain liaison with State, Federal and local authorities.
- ⌘ Provide planning guidance and assistance to County and local jurisdictions.
- ⌘ Respond to requests for mutual aid.
- ⌘ Provide a clearinghouse for emergency operations information.
- ⌘ State OES - Headquarters
- ⌘ Perform executive functions assigned by the Governor.
- ⌘ Coordinate response and recovery operations of State agencies.
- ⌘ Provide a clearinghouse for emergency operations information statewide.
- ⌘ Prepare and disseminate proclamations for the Governor.
- ⌘ Receive and process requests for mutual aid.
- ⌘ Receive and process requests for Federal disaster assistance.
- ⌘ Direct the allocation of Federal and out-of-state resources.

## **FEDERAL**

- ⌘ Support State and local public and private assistance efforts and utilize its authorities and resources as stated in the Robert T. Stafford Disaster Relief Act and Emergency Assistance Act, PL 93-288.

## **POLICIES AND PROCEDURES**

Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement and supporting separate agreements. The City has entered into mutual aid agreements with several public agencies. Copies of these agreements are located in the offices of the City Clerk, City Attorney and the Office of Emergency.

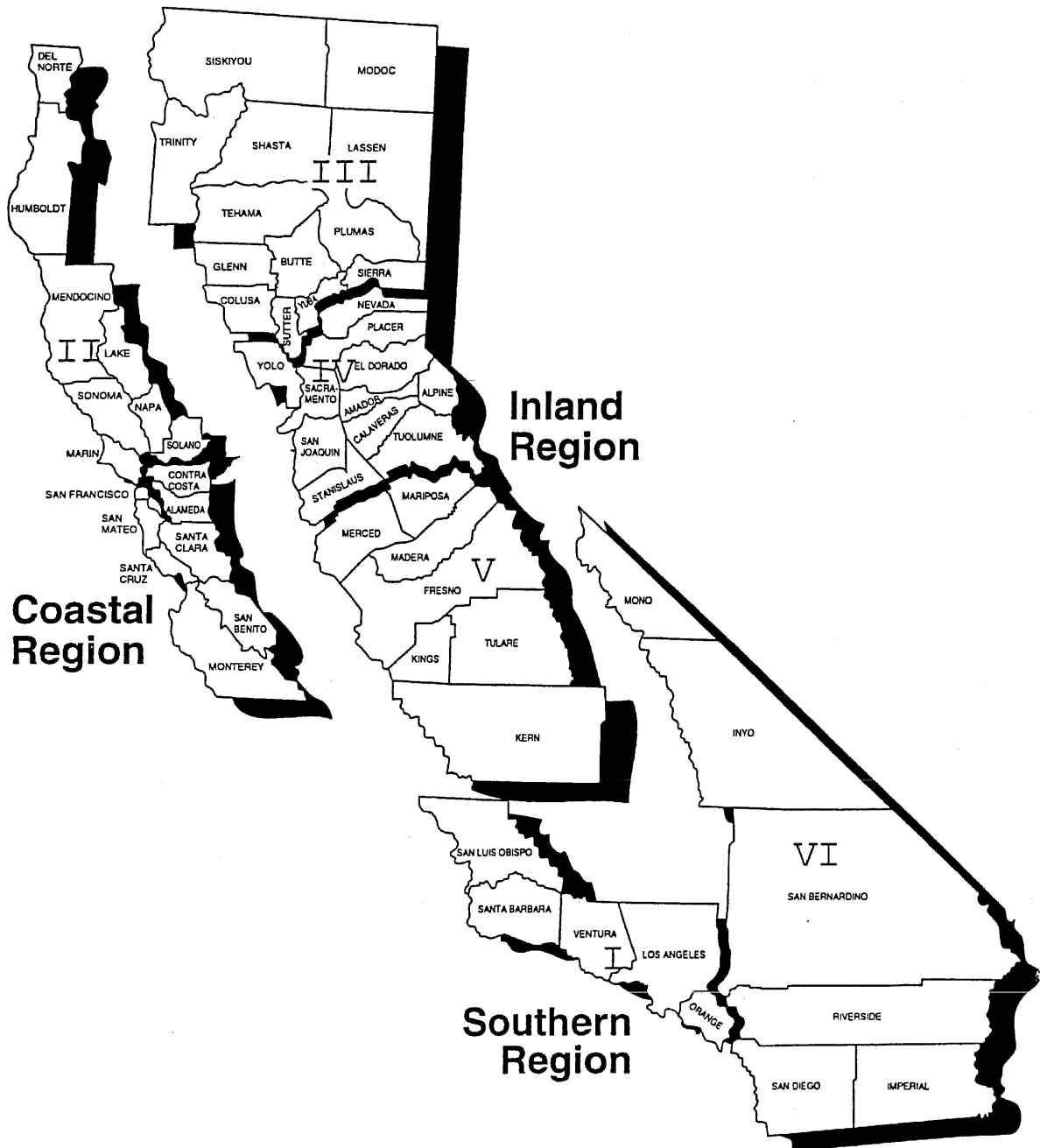
During a proclaimed local emergency, inter-jurisdictional mutual aid will be coordinated at the operational area or mutual aid region when the available resources are:

- ⌘ Subject to State or Federal control.
- ⌘ Subject to military control.
- ⌘ Located outside the requesting jurisdiction.
- ⌘ Allocated on a priority basis.
- ⌘ Due to the incompatibility of radio communications equipment between most agencies, Sunnyvale when possible, will provide incoming mutual aid forces with portable radios using local frequencies.
- ⌘ Requests for and coordination of mutual aid support will normally be accomplished through established channels. Sunnyvale will direct requests for additional resources through the Santa Clara County Operational Area. Requests should include, as applicable:
  - ⌘ Number of personnel needed, and the kind of training or experience required.
  - ⌘ Type and amount of equipment.
  - ⌘ Reporting time and location.
  - ⌘ Authority to whom personnel are to report.
  - ⌘ Access routes.
  - ⌘ Estimated duration of operations.
- ⌘ The problem encountered, so that the supplying entity may determine equipment needed.

## **REFERENCES**

- ⌘ Mutual aid assistance may be provided under one or more of the following authorities:
  - ⌘ California Master Mutual Aid Agreement
  - ⌘ California Fire and Rescue Emergency Plan
  - ⌘ California Law Enforcement Mutual Aid Plan
  - ⌘ Medical Mutual Aid Plan
  - ⌘ California Coroners' Mutual Aid Plan
  - ⌘ Volunteer Engineers Safety Assessment Plan
  - ⌘ Federal Disaster Relief Act of 1974 (Public Law 93-288)
  - ⌘ City of Sunnyvale's Mutual Aid Agreements

# STATE MUTUAL AID REGIONS MAP



# CONTINUITY OF GOVERNMENT

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A large-scale emergency or disaster could result in the death or injury of key government officials. The partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry is also possible. Order, leadership and authority are imperative if local government is going to continue to function. During the reconstruction periods, law and order must be preserved and, when possible, government services must be maintained.

Applicable portions of the California Government Code and the State Constitution provide authority for the continuity and preservation of State and local government.

## RESPONSIBILITIES

Government at all levels is responsible for providing continuity of effective leadership and authority, direction of emergency operations, and management recovery.

## SUCCESSION OF LOCAL OFFICIALS

California Government Code Sections 8635 through 8643 states that the government must:

- ⌘ Furnish a means by which the continued functioning of political subdivisions can be assured by providing for the preservation and continuation of government in the event of an enemy attack, or in the event of a local emergency or state of emergency.
- ⌘ Authorize political subdivisions to provide for the succession of department heads having duties related to law and order and health and safety.
- ⌘ Authorize governing bodies to designate and appoint three standby officers for each member of the governing body and for the Chief Executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision other than that to which they are appointed. Standby officers take the same oath as regular officers and are designated numbers 1, 2, and 3 as the case may be.
- ⌘ Authorize standby officers to report ready for duty in the event of a state of war emergency, state of emergency, or local emergency at the place previously designated.
- ⌘ Authorize local governing bodies to convene as soon as possible whenever a state of war emergency, state of emergency or local emergency exists, and at a place not within the political subdivision.



- ⌘ Authorize that, should all members, including all standbys, be unavailable, temporary officers shall be appointed as follows by the: Chairperson of the Board of the County in which the political subdivision is located, or Chairperson of the Board of any other County within 150 miles (nearest and most populated down to farthest and least populated), or Mayor of any City within 150 miles (nearest and most populated down too farthest and least populated).

## **SUSPENSIONS AND APPOINTMENTS**

California Government Code Section 8621 specifies that during a state of war emergency, in the event that any officer of a political subdivision or employee of a State agency refuses or willfully neglects to obey an order or emergency regulation, the Governor may suspend that person and designate a replacement.

## **PRESERVATION OF ESSENTIAL RECORDS**

Each level of government should protect its essential records. The determination of the records to be preserved rests with each agency service chief or with the custodian of the records. Record depositories should be located well away from potential danger zones and housed in facilities designed to withstand blast, fire, water, and other destructive forces. Such action will ensure:

- ⌘ The rights and interests of individuals, corporations, other entities, and governments are preserved.
- ⌘ Records will be available during emergency operations and later for reestablishing normal governmental activities.
- ⌘ Three types of records considered essential are those required to:
- ⌘ Protect the rights and interests of individuals. These include vital statistics, land and tax records, license registers, and articles of incorporation.
- ⌘ Conduct emergency operations. These would include utility systems maps, locations of emergency supplies and equipment, emergency operations plans and procedures, lines of succession, and lists of regular and auxiliary personnel.
- ⌘ Reestablish normal governmental functions and protect the rights and interests of government. Constitutions and charters, statutes and ordinances, court records, official proceedings, and financial records would be included here.

## **REFERENCES**

The following portions of the California Government Code and the State Constitution provide authority for the continuity and preservation of State and Local government:

- ⌘ Continuity of Government in California, State Constitution , Article IV, Section 21.

- ⌘ Preservation of Local Government, California Emergency Services Act, Article 15.
- ⌘ Temporary Seat of State Government, California Government Code, Section 450, Title 1, Division 3, Chapter 1.
- ⌘ Temporary County Seats, California Government Code, Section 23600, Title 3, Division 1, Chapter 4, Article 1.
- ⌘ Members of the Legislature, California Government Code, Section 9004, Title 2, Division 2, Part 1, Chapter 1.5, Article 1.
- ⌘ Legislative Session After War or Enemy-Caused Disaster, California Government Code, Sections 9035-9038, Title 2, Division 2, Part 1, Chapter 1.5, Article 2.5.
- ⌘ Succession to the Office of Governor, State Constitution , Article V, Section 10.
- ⌘ Succession to the Office of Governor, California Government Code, Sections 12058-12063, Title 2, Division 3, Part 2, Chapter 1, Articles 5.5 and 6.
- ⌘ Succession to the Constitutional Offices, California Government Code, Sections 12700-12704, Title 2, Division 3, Part 2, Chapter 7.
- ⌘ Preservation of State Records, California Government Code, Sections 14745-14750, Title 2, Division 3, Part 5.5, Chapter 5, Articles 2 and 3.

# COMMUNICATIONS

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The communications systems presently available between State OES EOC and local jurisdictions EOCs are inadequate. The State and local jurisdictions use several communication systems but few are installed inside EOCs where the coordination of emergency response and recovery efforts occurs.

Telecommunications systems are composed of many subsystems, each interconnected and interdependent. Communications systems may be overloaded or even rendered inoperable in an emergency. Loss of emergency power has been the primary cause of communications failure in past disasters.

## **EMERGENCY ALERTING SYSTEM (EAS)**

EAS provides the President with the capability to broadcast immediate communications and information to the general public at the National, State and local area levels during a National Emergency. EAS may be activated at the State and local area levels by broadcast stations and cable systems at their discretion for day-to-day emergency situations posing a threat to life and property. Examples include, but are not limited to natural situations (i.e., flash floods, tornado, severe weather storms, wildland fires) and man-made situations (i.e., hazardous material spills, power failures, industrial explosions, civil disorders, nuclear incident).

EAS is composed of broadcast networks and program suppliers; AM, FM and TV broadcast stations; Low Power Television (LPTV) stations; cable systems; and other entities and industries cooperating on an organized basis during emergencies.

## **ACTIVATION OF EAS**

EAS operations must be conducted as specified in the EAS plans. Each plan lists all authorized entities participating in the national, state and local area EAS.

## **FEDERAL LEVEL**

The White House may direct a request for activation of the EAS to the National Primary. The President or his representative will deliver a short message over EAS. Any message delivered by the President will take priority over any other message or preempt one that is in progress.

### **State Level**

The Governor, or designee, the National Weather Service, or State OES, may direct a request for activation of the EAS to the State Primary source. Other

designated government officials may be found in the State EAS Plan.  
Local Level

The Nation Weather Service, local emergency management or public safety officials may direct a request for the activation of the EAS to the Local Primary source. Other designated government officials may be found in the local EAS Plan. The priorities for transmitting EAS messages are:

- ⌘ Presidential Messages
- ⌘ Local Area Messages
- ⌘ State Messages
- ⌘ National Information Center

## **TERMINATION OF EAS**

Upon completion of the state and local area EAS transmission procedures, normal broadcast operations will resume. EMERGENCY DIGITAL INFORMATION SYSTEM (EDIS) EDIS provides local, State and Federal agencies with direct computer link to the news media and other agencies during emergencies. EDIS supplements existing emergency public information systems such as the Emergency Alert System.

EDIS uses a network of digital radio transmitters to distribute its warnings, news releases and advisories in the metropolitan areas of California. Receivers using "packet radio" equipment will generate EDIS messages in a form compatible with computers and graphic display systems.

EDIS is programmed to allow the local, State and Federal agencies to assign a level of urgency to the messages to alert newsrooms of the relative importance of the information. These levels are:

- ⌘ Bulletin or Flash – Immediate life safety hazard or EAS activation or immediate broadcast requested.
- ⌘ Urgent – Follow up to a bulletin or flash.
- ⌘ News – Important information from your agency, or a follow up to a bulletin. The information is generally sent as a news release or fact sheet.
- ⌘ INFO – Generally information that is not broadcast or simply to advise the media of information that is not now "news." The information is generally sent as an advisory.

By combining existing data access networks with digital radio and other data distribution systems, EDIS gives authorized agencies a direct computer link to the news media and other agencies.

## **STATEWIDE RADIO SYSTEMS**

California Law Enforcement Mutual Radio System serves all OES facilities and

interconnects law enforcement agencies of all counties and numerous cities. This system is microwave inter-tied to provide statewide coverage. This system is the State's radio backup to the National Warning System (NAWAS).  
California Emergency Services Radio System

A local government system which serves OES facilities, State and county agencies. The microwave-interconnected system provides statewide coverage. Operational Area Satellite Information System (OASIS)  
OASIS, an emergency information management system designed to overcome serious delays when collecting, compiling and exchanging critical information and resource requests between the operational area and the State. This satellite communication system provides a link between the operational area and the State should land lines fail.

## **THE CALIFORNIA OES FIRE NETWORK**

The California OES Fire Network serves all OES facilities and fire support equipment. Radio equipment on this network is located with fire services agencies in 52 counties. The network employs mountaintop mobile relays and interconnects to the State Microwave System to provide statewide coverage.

## **RESPONSE INFORMATION MANAGEMENT SYSTEM (RIMS)**

RIMS, a set of forms designed to collect essential information (i.e., preliminary, situation summary, status and flash reports) during an emergency and are transferred electronically between the Operational Area and the State.

## **SUNNYVALE COMMUNICATIONS SYSTEM**

Telephone

Common carrier telephone service is available to support all emergency systems, including FAX.

## **RADIO AMATEUR CIVIL EMERGENCY SERVICES (RACES) SUNNYVALE AMATEUR RADIO EMERGENCY SERVICE (SARES)**

RACES and SARES are volunteers who operate on amateur radio frequencies by the authority of the FCC in support of emergency communications. Both of these organizations augment existing systems, damaged or inoperable systems and as well as establishing a communication link with inaccessible areas. SARES operates exclusively in Sunnyvale. SARES has installed amateur radio equipment at the Public Safety base station and several other locations throughout the City. Specific locations are identified in the SARES emergency plan.

The frequencies on which SARES operates:

- ⌘ 147.405 MHz Simplex
- ⌘ 147.495 MHz Simplex
- ⌘ 147.125 MHz Duplex
- ⌘ MHz Repeater

## **CITIZEN BAND RADIO**

Citizens Band (CB) radio operators can participate in civil defense activities on a voluntary basis under the direction of civil defense authorities.

## **CITY OF SUNNYVALE'S RADIO SYSTEMS**

The City radio system is composed of two fractionalized compartments. Public Safety dominates the main force of the communications system, while Public Works maintains the second system.

### **PUBLIC SAFETY**

#### **⌘ Frequency 1 - Primary Police Radio System**

FM, UHF, full duplex relay mode radio system utilizing tone control repeater through six voting sites: Fire Stations #3, #4, #5, and #6; City Corporation Yard, and Public Safety Headquarters.

485.9625/482.9625 MHz. PL tone = 141.3

Equipment consists of mobile radios, portable radios, pagers and a base station.

#### **⌘ Frequency 2 - Primary Fire Radio System**

FM UHF full duplex relay mode radio system utilizing tone control repeater through six voting sites: Fire Stations #3, #4, #5, and #6; City Corporation Yard and Safety Headquarters.

485.7125/482.7125 MHz. PL tone = 141.3

Equipment consists of mobile radios, portable radios, pagers and a base station.

#### **⌘ Frequency 3 - Police Division Tactical Channel**

486.1625/483.1625 MHz. PL tone = 141.3

Adaptable for all previously mentioned communication equipment.

### ⌘ **Frequency 4 - MACS**

Mutual Aid Communications System

485.3375/482.3375 MHz. PL tone = 114.8

Adaptable for all previously mentioned communication equipment.

### ⌘ **Frequency 6 – Fire Division Tactical Channel**

485.4125/482.4125 MHz PL tone 141.3

### ⌘ **Statewide (White Channel)**

Statewide Fire Mutual Aid Radio System

154.280 MHz.

Equipment consists of mobile radios, portable radios and a base station.

### ⌘ **Statewide CLEMARS**

California Law Enforcement Mutual Aid Radio System

154.920 MHz.

One base station

### ⌘ **Public Works**

FM, UHF, full duplex relay mode radio system controlled repeater through three voting sites, Fire Stations #3 and #5, and Corporation Yard.

Frequency 458.800/453.800 MHz.

Equipment includes mobile radios, portable radios, and base stations at the Corporation Yard and Public Safety.

### ⌘ **Fire Mutual Aid Radio System**

Communication with adjoining County and City fire frequencies can be accomplished through the use of six portable radios using one of the fire frequencies listed below:

154.280 MHz White Interagency base, mobile, portable

154.265 MHz White 2 Interagency, Fireground portable only

154.295 MHz White 3 Interagency, mobile, portable

153.845 MHz Blue Countywide command, control base, mobile portable

154.839 MHz Yellow Countywide fireground, portable only

## **COUNTY COMMUNICATIONS**

### **COUNTY EOC TO EOC**

All cities in Santa Clara County have access to an EOC to EOC radio system that allows for communication among the Cities and the County. This system operates on frequency 37.080 MHz. The EOC to EOC radio is located in the Public Safety building, room 2030.

### **TELETYPE**

The California Law Enforcement Telecommunications System (CLETS) has 900 terminals in California and serves all cities and counties. Sunnyvale's CLETS terminals are located in Public Safety's Dispatch Center.

### **CALIFORNIA OES**

OES has mobile command complexes, each consisting of a communications van, an operations van, a command van, and a generator to provide power. Their primary purpose is to provide initial communications from the disaster area to State OES Headquarters and act as a collection point for damage assessment information until more sophisticated communications are established and/or restored. These complexes are equipped for operation on each of the major State radio communications systems, various mutual aid radio systems and RACES. Radio operators must be provided by the responsible agency.

### **CALIFORNIA NATIONAL GUARD (CNG)**

The CNG has an assortment of communications capabilities, with limited day-to-day in place systems. Most communications serve their own operating forces. It has some reserve capability.



# ALERTING AND WARNING

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A warning alerts government forces and the general public to the threat of imminent danger. Dependent upon the nature of the threat and the population at risk, a warning can originate at any level of government. For major peacetime emergencies, National Warning System (NAWAS) can be used to augment the State and local systems.

NAWAS is a dedicated wire-line system that provides two-way voice communications between Federal Warning Centers, the State Warning Points, and the Local Warning Points. There are four elements to the California system:

- ⌘ NAWAS, Federal-California links.
- ⌘ NAWAS, State-County Warning Points circuits.
- ⌘ County-City warning systems.
- ⌘ Local government audible devices.

## **NAWAS, FEDERAL**

The Federal NAWAS is activated from facilities, located in Colorado Springs, Colorado and Olney, Maryland.

## **NAWAS, CALIFORNIA**

The State ties into the National system with a primary dropout (State Warning Point) at the State OES Headquarters in Sacramento. The California Highway Patrol Headquarters in Sacramento serves as the alternate State Warning Point. Both Federal and State circuits are monitored 24 hours a day at the State OES Warning Center, the alternate State Warning Point, and at each of the Local Warning Points. The counties not on this system will receive warning by other means, such as CLETS.

## **DISSEMINATION OF ATTACK WARNING**

The Federal Warning Centers disseminates information to State Warning Points over NAWAS. State Warning Points disseminate the information they receive over NAWAS to the Local Warning Points. In addition, State agency radio systems, teletype and telephone circuits are used, ensuring maximum dissemination. Each Local Warning Point further disseminates the warning over Public Safety communications channels. Santa Clara County disseminates information under the authority of the Sheriff to other jurisdictions and the media through the system described above.

Based on the information received from the County Warning Point, the DES, or designated alternate, in conjunction with the Disaster Council, will decide

whether or not to issue a warning order to the general public. When this occurs, police, fire, and public service vehicles, utilizing loudspeakers and sirens will circulate throughout the City, disseminating the warning. Other available means to disseminate the warning order are the radio, television, and volunteers (individuals canvassing from door-to-door).

Special warnings may include alerting schools, hospitals, nursing homes, major industries, institutions, the hearing impaired and non-English speaking persons.

## **COUNTY WARNING SYSTEM**

In order to disseminate warning from the County Warning Points to cities, local communications channels are normally used. Although the State Warning Point will relay warnings over the CLETS, it is usually more expeditious for cities to arrange with the County Warning Points on NAWAS for further relay of information within the County. This is normally accomplished through local Public Safety communication channels or, in some instances, the telephone.

## **SUNNYVALE WARNING DEVICES**

The City is responsible for warning its citizens. This can be done one or two ways; through personal contact by having public safety officers walk from door-to-door or by using the public address system in their vehicles.

### **ALERTING AND WARNING SIGNALS**

#### **ATTENTION OR ALERT SIGNAL**

The ATTENTION or ALERT signal is a 3 to 5 minute steady tone on sirens, horns, or other devices. Citizens should listen to the radio or television for critical information.

#### **ATTACK WARNING SIGNAL**

The ATTACK WARNING signal is a 3 to 5 minute wavering tone, or a series of short blasts, repeated as often as deemed necessary by NAWAS and local government authorities.

The ATTACK WARNING signal means the United States has been attacked. This signal denotes detection of an actual attack on the United States. Everyone should take immediate action, turn on a radio and listen to the EAS for further instructions.

## **LOCAL PEACETIME EMERGENCY WARNING SYSTEM**

Some peacetime emergencies will be preceded by a buildup period that, if

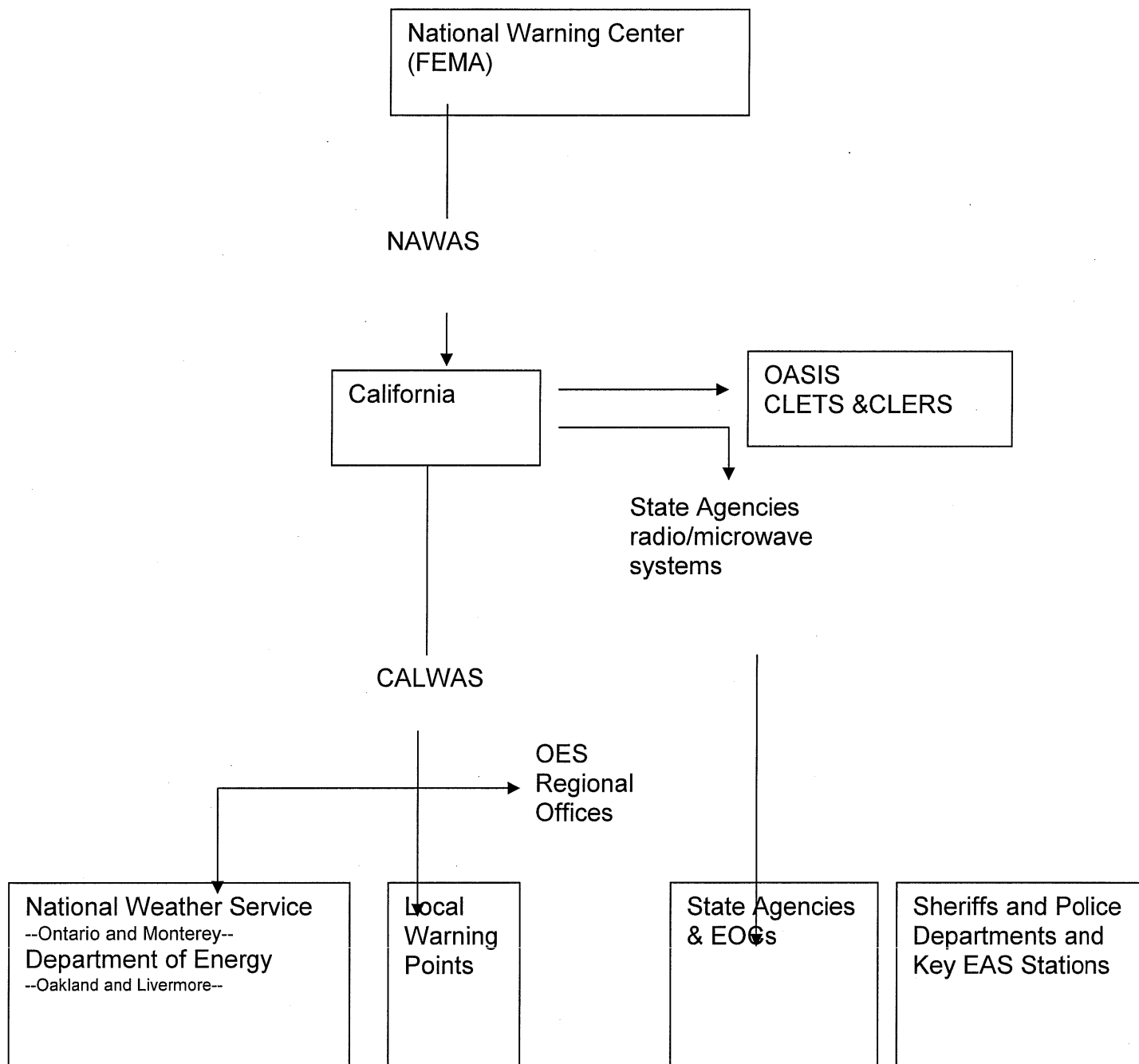
recognized and acted upon, can provide advance warning to those areas and populations at risk. Other emergencies occur without advance warning, thus requiring mobilization and commitment of the EMO after the onset of the emergency. All City departments must be prepared to respond promptly and effectively to any foreseeable emergency.

## **WARNING SIGNAL – PEACETIME EMERGENCIES**

Local government may receive warning of an extraordinary peacetime emergency over CLETS, Public Safety radio systems, and/or County Communications.

Public Safety officers may be required to broadcast emergency messages over public address systems from their vehicles.

# California Warning System



# **MOVEMENT OPERATIONS and EVACUATION**

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All areas of Sunnyvale may be subject to evacuation. The areas evacuated will be determined at the time of the incident and based upon criteria in the evacuation procedures. The area affected by the hazard is continuously evaluated and the evacuation area adjusted as necessary.

In most situations, the Incident Commander is responsible for ordering an evacuation. If the EOC is activated, the DES in collaboration with the Operations Section Chief and Incident Commander(s) will determine if an evacuation order is necessary.

If a warning has been given for an impending evacuation, movement operations will become the highest priority. The area to be evacuated will be determined based on identified hazard areas or by estimates made at the time. Projections of the threatened area may change as the situation changes, thus altering the evacuation strategy. For some hazards, uncertainty regarding potential impacts may require the evacuation of a larger area than is eventually affected by the hazard.

After an evacuation is publicly announced, traffic is controlled throughout the affected and low risk areas along the routes. Force may be used when needed to protect individuals and facilitate evacuation. Evacuees arriving from risk areas are directed to reception and care centers. The next focus is on moving critical resources and essential workers to and from hazard and low risk areas. Controls are established to prevent unauthorized access into the hazard area. Actions taken will concentrate on efforts to secure the safety and well being of people within the affected area. The affected area will be determined from reports made by the field on actual hazardous conditions. The selection of evacuation routes will require information on road conditions. Special procedures may be required to limit exposure if the area has been contaminated. As early lifesaving and property-protecting actions continue, attention can be given to other priority activities. Actions at this time might include providing security for and access to evacuated areas.

Priorities will continue to focus on providing essential services and assisting with response and recovery operations. Decisions will be made on when to allow people to return to evacuated areas. Traffic and access controls will continue as required to ensure the orderly and safe return of evacuees.

## **SUNNYVALE'S RESPONSIBILITIES**

The Incident Commander(s) supported by Operations Section coordinates the evacuation of the at risk populations from the affected neighborhood to the reception area. Law enforcement agencies, including local highway departments and public or private transport providers have the overall responsibility for the emergency movement operations. The City's primary objectives are to: expedite the evacuation of people from the hazardous area; control traffic; provide transport for the disabled, seniors and other persons without vehicles; and institute access control measures to prevent unauthorized people from entering the evacuated area.

## **SANTA CLARA COUNTY OPERATIONAL AREA RESPONSIBILITIES**

The County Sheriff, or designee, functions as the Operational Area Movement Coordinator large-scale evacuations, the operational area law enforcement coordinator is responsible for countywide traffic control operations, with the California Highway Patrol assisting. The Operational Area Transportation Coordinator is responsible for coordinating transportation resources and operations countywide. Both coordinators function as the operational area movement operations group. Requests for support and relevant information are submitted to the mutual aid region movement operations group.

## **MUTUAL AID REGION RESPONSIBILITIES**

A designated member of the California Highway Patrol functions as the State OES Mutual Aid Region Movement Coordinator and directs region-wide traffic control operations in cooperation with the OES regional manager. A representative from the Department of Transportation (Caltrans) who functions as the Mutual Aid Region Transportation Coordinator assists the coordinator. These coordinators constitute the mutual aid region movement operations group. They refer requests for assistance from other regions and relevant information to the State movement operations group.

## **STATE RESPONSIBILITIES**

The State movement group coordinates and supports evacuation operations Statewide. This group is chaired by the State OES Director and includes traffic control and transportation coordinators.

## **FEDERAL RESPONSIBILITIES**

### **Federal Aviation Administration (FAA)**

The FAA uses air traffic control and aeronautical communications systems to

communicate essential information and coordinate emergency operations.

Interstate Commerce Commission (ICC)

The ICC coordinates locating and scheduling common carriers that are authorized and equipped to provide emergency transport into and within disaster areas.

### **Department of Transportation (DOT)**

The DOT supports and assists Federal, State, local, and volunteer relief agencies in disaster transport needs.

# HAZARD MITIGATION

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The Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 93-288, is designed to supplement the efforts and available resources of State and local governments, voluntary relief agencies and other forms of assistance such as insurance. The President's declaration of a major disaster or an emergency authorizes Federal assistance under the Stafford Act and triggers other Federal disaster relief programs.

The Stafford Act, PL 93-288, Section 406, requires as a condition of receiving Federal assistance, that the repair and construction in the affected area to be completed in accordance with the appropriate codes, specifications and standards. This law also requires local and State recipients of Federal aid to evaluate the hazards in the area and take the necessary actions to mitigate the hazards, thereby reducing vulnerability to future disasters.

## FEDERAL/STATE AGREEMENT

After the President's declaration of a major disaster or an emergency, the Governor and the appropriate FEMA Regional Director execute a FEMA State Agreement which prescribes the manner in which Federal aid under the Stafford Act is to be made available. The agreement lists the geographical areas within the State which are eligible for assistance; stipulates any division of costs among Federal, State and local governments; specifies the period officially recognized as the duration of the major disaster or emergency and contains other conditions of assistance.

## STATE

The Governor will appoint a representative from State OES as the Governor's Authorized Representative (GAR). This person will be responsible for State hazard mitigation activities under the Federal/State Agreement. The GAR will also work with federal agencies to ensure State and local participation in hazard mitigation planning.

The State Hazard Mitigation Coordinator, and the GAR, shall:

- ⌘ Arrange for consultations on the findings and recommendations from the joint survey and shall follow up to ensure that timely and adequate local and State hazard mitigation actions are taken.
- ⌘ Provide funding or technical assistance to eligible applicants.
- ⌘ Arrange State inspection or audit to verify compliance with approved hazard mitigation measures.
- ⌘ Submit a final report of compliance with hazard mitigation requirements by



State and local governments through the GAR for review at the State and Federal levels.

## **JOINT FEDERAL/STATE/LOCAL HAZARD MITIGATION TEAM**

The FEMA Regional Director and the GAR appoint Federal and State Hazard Mitigation Coordinators (HMC). The local applicant (Sunnyvale) designates a local HMC. These individuals constitute the Hazard Mitigation Team which:

- ⌘ Identifies significant hazards in the affected area, giving priority to disaster related hazards.
- ⌘ Evaluates the impact of these hazards and recommends mitigation measures.

The Hazard Mitigation Team uses information from the Notice of Interest (NOI) and Exhibit "B" forms, and visits selected sites where significant damage has occurred. A Federal representative compiles the findings into a Damage Survey Report (DSR). The purpose of the DSR is to provide a recommended scope of work and estimated costs in accordance with FEMA's eligibility criteria. The funding criteria only allow for repairs or restoration of facilities to their predisaster condition in accordance with applicable codes, specifications and standards.

Local, State, and Federal preliminary damage assessments may be used to identify major hazards and opportunities for hazard mitigation prior to a declaration of a major disaster or emergency.

DSRs shall include identification of hazards and shall recommend mitigation measures to be incorporated into the repair work.

The Hazard Mitigation Team shall review applicable land use regulations, construction standards and other appropriate hazard mitigation measures. Utilizing information from preliminary damage assessments, DSRs, and all other readily available pertinent information, the Team shall visit the sites of significant damage and shall evaluate all hazards at those sites. For each identified significant hazard, the Team shall include appropriate recommendations for hazard mitigation measures in its final report.

## **HAZARD MITIGATION PLANS**

The Hazard Mitigation Team also prepares a Hazard Mitigation Plan that is submitted to the FEMA Regional Director through the GAR within 180 days after a Presidential declaration. The objectives of the Plan are to:

- ⌘ Recommend hazard mitigation measures for local, State and Federal agencies.
- ⌘ Establish short and long term planning frameworks for implementation of hazard mitigation efforts.

## **RESPONSIBILITIES**

### **Applicant (City of Sunnyvale)**

The Applicant's Authorized Representative is responsible for local performance of hazard mitigation measure under the terms of the Federal/State Agreement.

The Applicant's Authorized Representative, in coordination with the GAR shall:

- ⌘ Appoint a Local Hazard Mitigation Coordinator to work with Federal/State Hazard Mitigation Team.
- ⌘ With respect to any project application, submit adequate assurance that required hazard mitigation measures have been taken or will be completed.
- ⌘ To the extent of legal authority, implement and enforce land use regulations and safe construction practices that are agreed upon as conditions for FEMA grants or loans. Applicants may request State and Federal advice or assistance in taking these actions.
- ⌘ Provide evidence of compliance with conditions for any approved FEMA grants or loans as required by GAR.

Working with Federal/State Hazard Mitigation Team, the Local Hazard Mitigation Coordinator shall:

- ⌘ Assess disaster damage within the City.
- ⌘ Arrange for local participation in the Federal/State Hazard Mitigation Team.
- ⌘ Inform local officials and citizens about significant team activities, collect any local comments on these matters and report them to the Hazard Mitigation Coordinator.
- ⌘ Work with the Federal/State Hazard Mitigation Team to review and update existing hazard mitigation plans, or in developing new hazard mitigation plans.

## **STATE OFFICE OF EMERGENCY SERVICES**

A State OES representative will be appointed by the Governor to act in the capacity of GAR, and will be responsible for State hazard mitigation activities under the Federal/State Agreement. The GAR, in coordination with the FEMA Regional Director, shall arrange for State and local participation in Federal/State surveys and hazard mitigation planning in disaster-affected areas.

## **FEDERAL EMERGENCY MANAGEMENT AGENCY**

The FEMA Regional Director is responsible for hazard mitigation actions with respect to the general administration of PL 23-288, Section 406. (See Robert T. Stafford Disaster Relief and Emergency Assistance Act)

## **HAZARD MITIGATION MEASURES**

### **Avoidance**

Following a disaster or major emergency, the Federal/State Hazard Mitigation Team shall, for each hazard identified, assess the feasibility of avoiding further construction in high-risk areas. Where new construction, alteration, or major repairs are involved in restoration of damaged or destroyed facilities, the Team will make specific recommendations concerning land use and rezoning regulations.

### **Reduction**

The effects of a disaster may be diminished by reducing the area or level of the hazard itself or by reducing the impact of the hazard on individual facilities. The Federal/State Hazard Mitigation Team will recommend specific hazard reduction measures when appropriate.

## **LAND USE REGULATIONS**

### **Local Zoning**

Regulation of land use within its boundaries is a function of local government. State, Federal or private interests may propose model zoning regulations, but adoption and enforcement of such regulation remains a local responsibility. Specific State or Federal restrictions may be locally adopted and enforced by mutual agreement, or may be a condition for certain types of financial assistance. The Federal/State Hazard Mitigation Team will survey, evaluate and make recommendations based on field observations on enhancing land use regulations.

### **STATE LAND USE REGULATIONS**

Land use regulations for State owned properties are adopted and enforced by the responsible State agency. In some cases, State regulations may serve as model regulations for local governments.

### **FEDERAL LAND USE REGULATIONS**

Land use regulations for Federally owned properties outside the local or State jurisdictions are adopted and enforced by the responsible Federal agency. In some cases, these Federal land use regulations may serve as model regulations for State and local governments.

## **CONSTRUCTION PRACTICES**

### **Local Standards**

The City of Sunnyvale, as applicant is responsible for adopting or updating construction standards and for enforcing them. Applicants may request State or Federal technical advice or assistance in taking these actions.

### **State Standards**

Construction standards for State owned buildings, structures, or facilities outside the jurisdiction are adopted and enforced by the State agency.

### **Federal Standards**

Construction standards for Federal buildings, structures, or facilities are adopted and enforced by the responsible Federal agency.

The FEMA Regional Director may suspend or refuse to approve any federal project application, if the proposed work is not in compliance with current codes, specifications, and standards.

# FEDERAL DISASTER RELIEF ACT OF 1974

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## **MINIMUM STANDARDS FOR PUBLIC AND PRIVATE STRUCTURES**

### **Public Law 93-288, Section 406**

As a condition of any disaster loan or grant made under the provisions of this Act, the recipient shall agree that any repair or construction to be financed therewith shall be in accordance with applicable standards of safety, decency, and sanitation and in conformity with applicable codes, specifications, and standards, and shall furnish such evidence of compliance with this section as may be required by regulation. As a further condition of any loan or grant made under the provisions of this Act, the State or local government shall agree that the natural hazards in the areas in which the proceeds of the grants or loans are to be used shall be evaluated and appropriate action shall be taken to mitigate such hazards, including safe land-use and construction practices, in accordance with standards prescribed or approved by the President after adequate consultation with the appropriate elected officials of general purpose local governments, and the State shall furnish such evidence of compliance with this section as may be required by regulation.

# HAZARD MITIGATION ADDITION TO THE FEDERAL/STATE AGREEMENT

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The following represents the "typical paragraph" relating to hazard mitigation that may be added to the Federal/State Agreement.

The State agrees that, as a condition for any Federal loan or grant, the State or the applicant shall evaluate the natural hazards in the areas in which the proceeds of the grants or loans are to be used and shall make appropriate recommendations to mitigate such hazards for federally-assisted projects. The State further agrees: (1) to follow up with applicants, within State capabilities, to assure that, as a condition for any grant or loan under the Act, appropriate hazard mitigation actions are taken; (2) to prepare and submit not later than 180 days after the declaration to the Regional Director for concurrence, hazard mitigation plan or plans for the designated areas; and (3) to review and update as necessary disaster-mitigation portions of the emergency plans. The Regional Director agrees to make Federal technical advice and assistance available to support the planning efforts and actions.

# HAZARD MITIGATION DEFINITIONS

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## ⌘ AVOIDANCE

To eliminate a hazard through measures such as relocation or prohibition of construction within an area susceptible to risk or danger, or by other means.

## ⌘ CONSTRUCTION PRACTICES

Codes, standards, and specifications applicable to repairs, or to alterations or new construction of a facility or structure.

## ⌘ DISASTER PROOFING

Those alterations or modifications to damaged facilities that could be expected to prevent or substantially reduce future damages to the repaired or reconstructed facility, or to make it disaster resistant.

## ⌘ HAZARD

Any source of danger or element of risk identified following a disaster or major emergency.

## ⌘ LAND USE REGULATIONS

Includes zoning for purposes compatible with prudent floodplain management and both preventive and corrective restrictions on construction, repairs, or alterations of facilities within specified areas. Preventive restrictions provide regulation of new land use, i.e., nonstructural disaster control measures such as use of high hazard areas for parks, farms, and recreational areas. Corrective restrictions include: flood proofing, acquisition, insurance and removal of non-conforming uses.

## ⌘ MITIGATION

To alleviate by softening and making less severe the effects of a disaster or major emergency and of future disasters in the affected areas, including reduction or avoidance.

## ⌘ REDUCTION

To diminish in strength and intensity or to restrict or lessen the size, amount and extent of damage resulting from the disaster or major emergency or to be expected as the result of future disasters.